

iCareLullaboo Mobile App User Guide



This guide is specifically designed for the users who are using the iCareLullaboo mobile app designed by Lullaboo Nursery and Childcare Center. This guide outlines the steps to be followed in order to access different features offered by the iCareLullaboo mobile app.

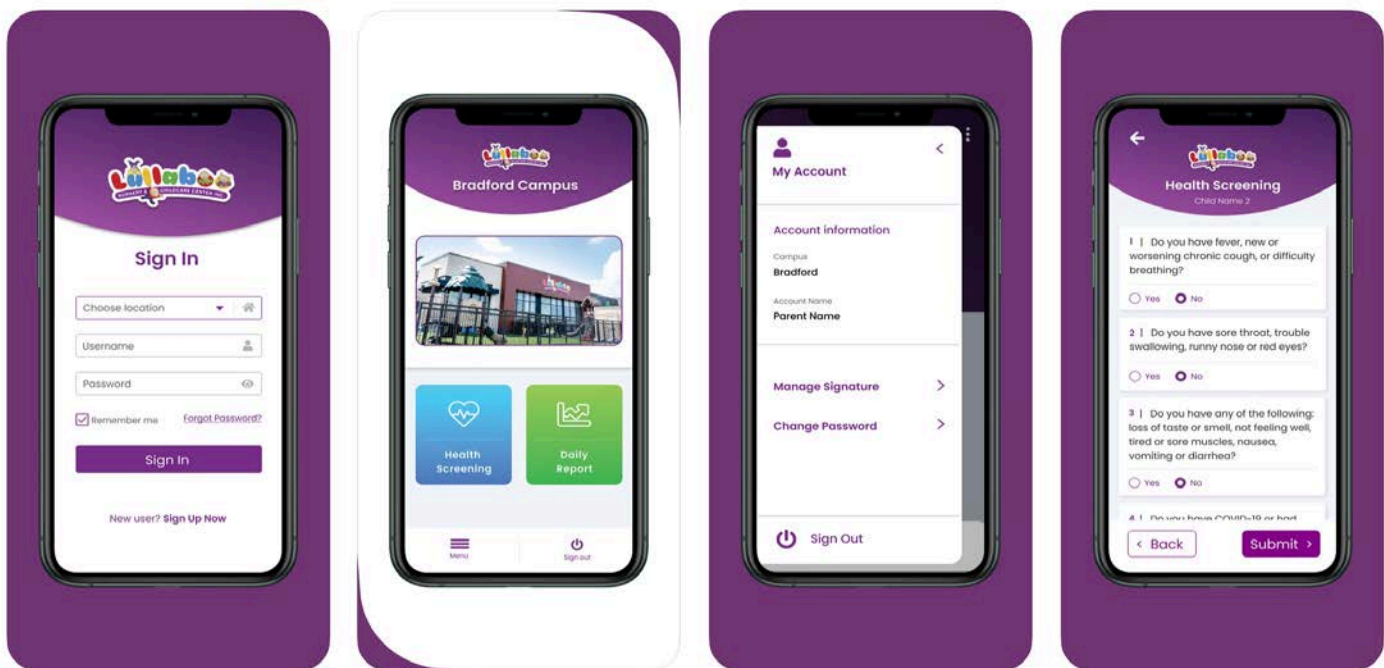
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Introduction

iCare is a platform which supports childcare educators to stay connected with families on a daily basis. The application is exceedingly user friendly and intuitive to use. It ensures a seamless transfer of information between childcare centres and families. As soon as an event is saved in the child's log, it is immediately synchronized with each parent and caregiver account. Both efficient and effective, iCare makes the daily routine in the classroom run smoothly. It also ensures privacy and security for all data shared with parents.

The iCare App makes communication with families easy. Educators record all information in children's logs in real time throughout the day. Families are then able to view the daily report at any time during the day, whenever they would like to check in. This report includes everything from food and sleep logs to daily programming and children's interests. Families appreciate being able to learn about their child's day at a glance, giving them peace of mind.



Download the app

The iCareLullaboo app is available on Apple and Google play stores. Please click on following app store options to download the app on your mobile phone or iPad. You can also search "iCareLullaboo" on Google and Apple app stores and follow the instructions to download the app.



Sign-Up

Before you start the sign-up process, please note that your email ID needs to be linked with your parent account registered at Lullaboo Nursery and Childcare Center.

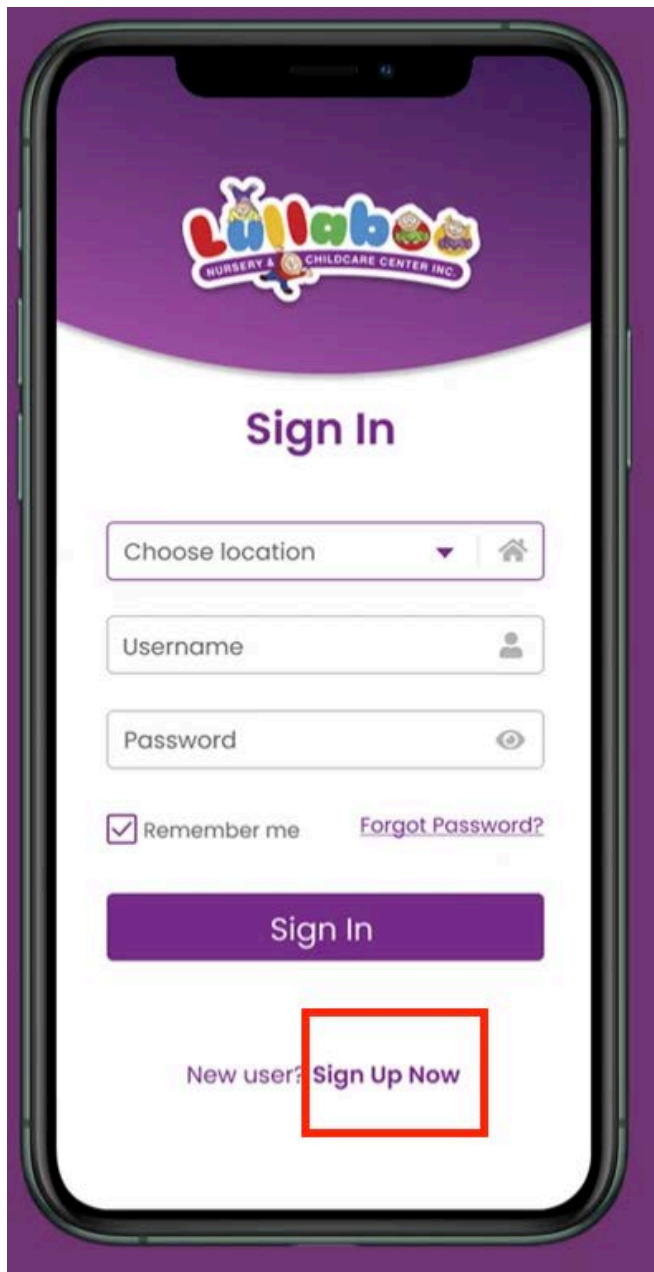
You must use the same email ID to sign-up on the mobile app for which you are receiving your child's daily report and other communication emails from Lullaboo Nursery and Childcare Center.

Please contact the center's Supervisor at Lullaboo Nursery and Childcare Center if you face any difficulty in signing up on the mobile app. Visit <https://lullaboo.ca/contact/> to access the center's contact information.

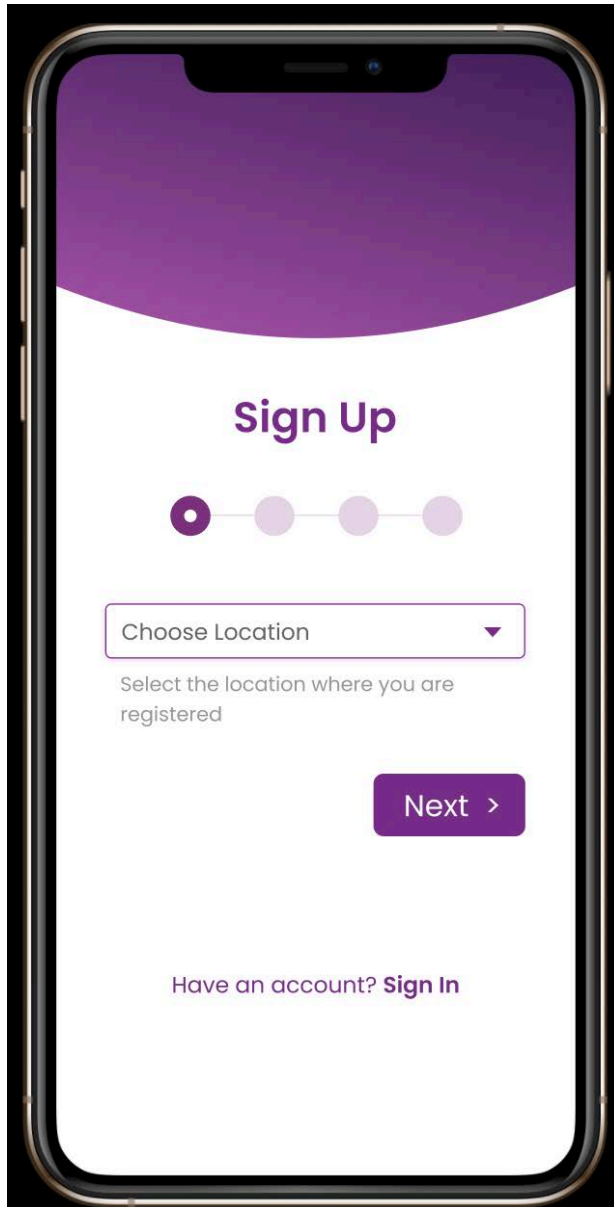
Follow below steps to complete the sign-up process.

1. Make sure your mobile phone is connected to internet.
2. Open the "iCareLullaboo" app on your mobile phone.

1. Click on the Sign-up Now link located at the bottom of the login screen.



2. Select the location where your child is registered and click on Next.



3. Enter the same email address to which you are receiving your child's daily report. If you do not know the registered email address then please contact Lullaboo Nursery and Childcare Center and talk to the center's Supervisor. Make sure to enter your email address properly, check for unwanted spaces in the start and end of the email address.

Click on Next.

Lullaboo
NURSERY & CHILDCARE CENTER INC.

Sign Up

✓ ○ ○ ○

Email Address

Enter your registered email address

Confirm Email Address

Re-enter your email address

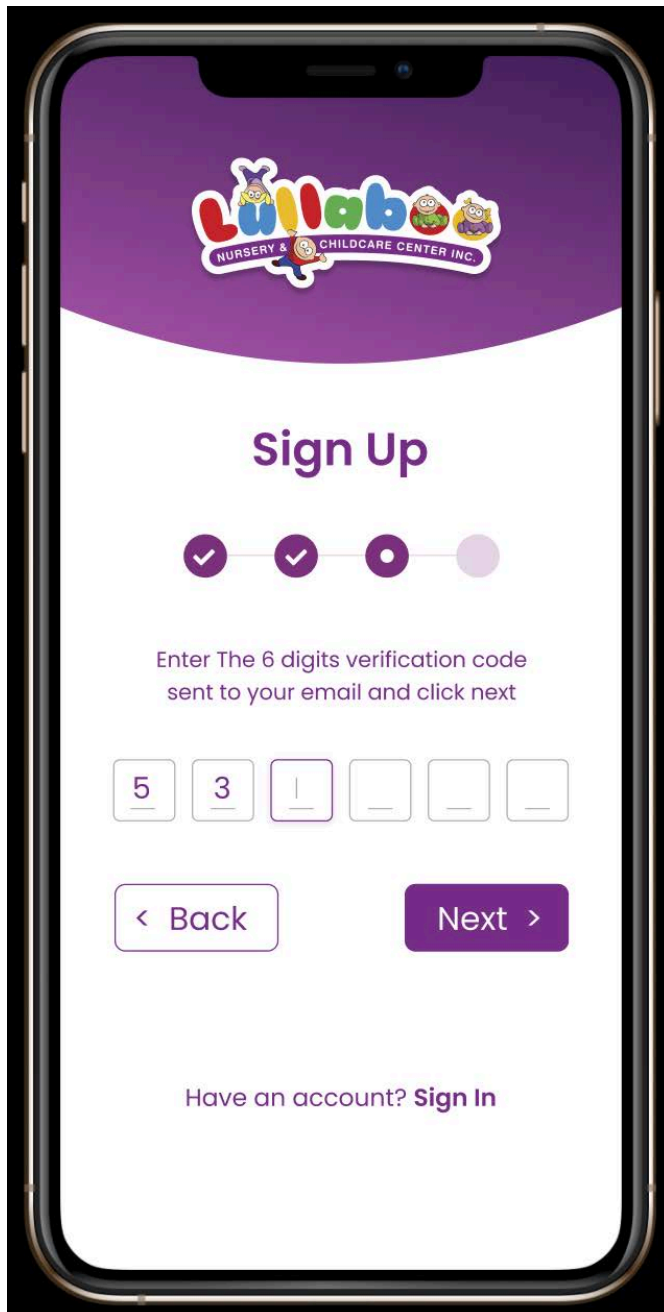
< Back Next >

Have an account? [Sign In](#)

Note: In case you face any error during the registration process, please take a screenshot and send it to the center's Supervisor.

4. Enter the 6-digit verification code which is sent to your email address. It may take a couple of minutes to deliver the code to your email address.

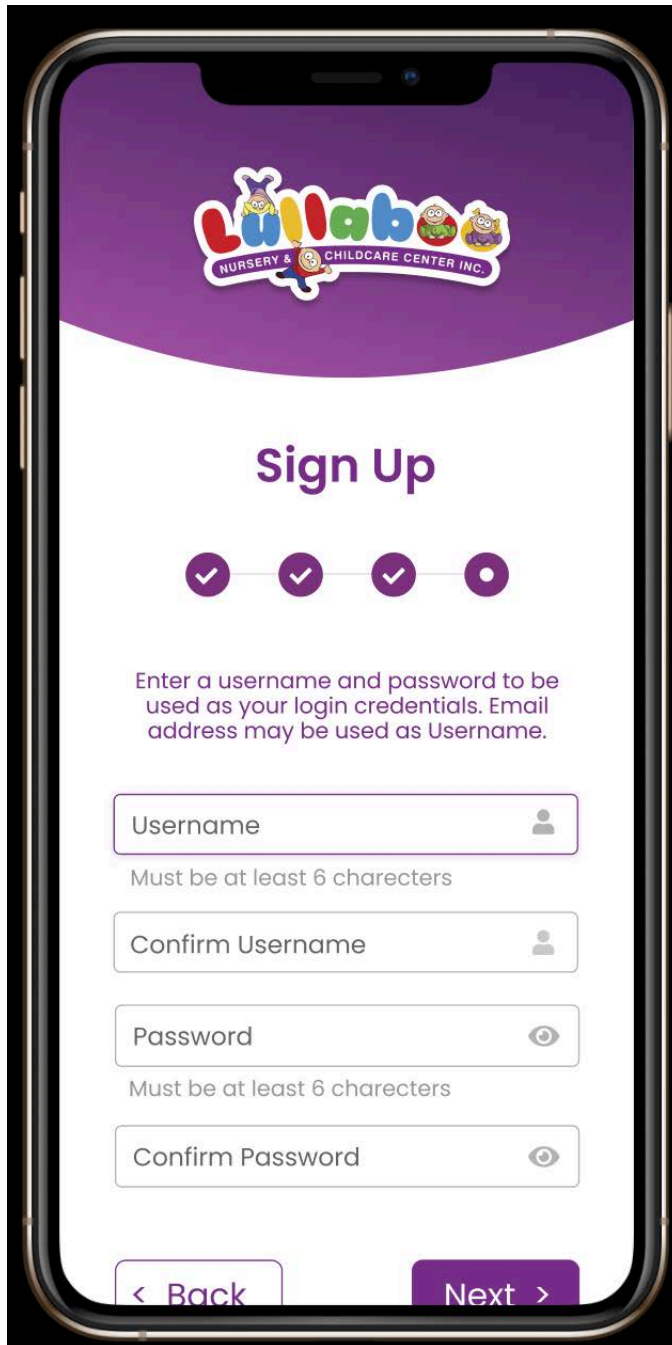
Click on Next.



The screenshot shows a smartphone screen with the Lullaboo Nursery & Childcare Center Inc. logo at the top. Below the logo, the text "Sign Up" is displayed. A progress indicator shows four circles, with the first two containing checkmarks and the third being the active circle. Below this, the text "Enter The 6 digits verification code sent to your email and click next" is shown. A six-digit verification code "531___" is entered into a row of six input boxes. Below the code, there are two buttons: "< Back" and "Next >". At the bottom, the text "Have an account? Sign In" is displayed.

5. Set up your username and password. Please make sure to enter a username and password which you will remember easily. Please keep your login credentials secure and safe.

Click on Next.




The image shows a smartphone screen displaying the 'Sign Up' page for Lullaboo Nursery & Childcare Center Inc. The page has a purple header with the Lullaboo logo. Below the header, the title 'Sign Up' is centered. A progress indicator shows four steps, with the first three completed (indicated by checkmarks) and the fourth (current step) highlighted with a circle. The instructions state: 'Enter a username and password to be used as your login credentials. Email address may be used as Username.' There are four input fields: 'Username' (with a user icon), 'Confirm Username' (with a user icon), 'Password' (with an eye icon), and 'Confirm Password' (with an eye icon). Each of the first two fields has a note below it: 'Must be at least 6 charecters'. At the bottom, there are two buttons: '< Back' and 'Next >'. The 'Next >' button is highlighted in purple.


Sign Up


✓ ✓ ✓ ●

Enter a username and password to be used as your login credentials. Email address may be used as Username.


Username 

Must be at least 6 charecters

Confirm Username 

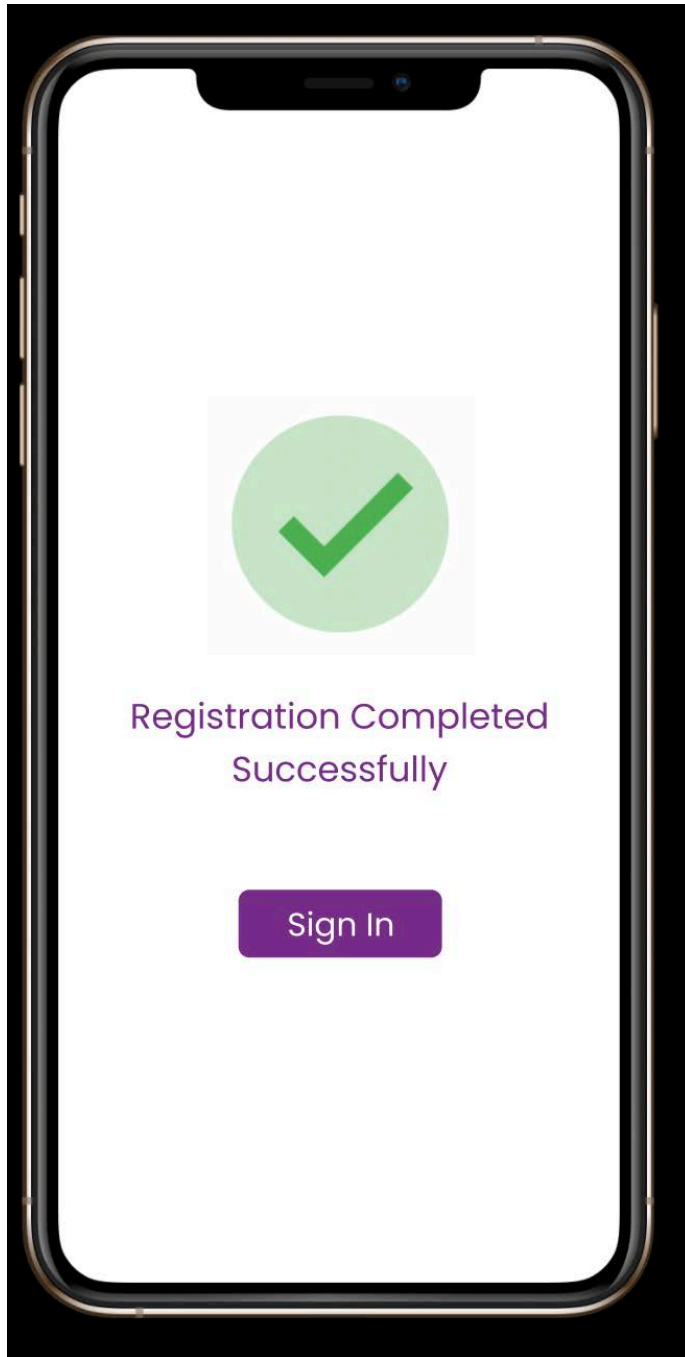
Password 

Must be at least 6 charecters

Confirm Password 

< Back Next >

6. After successful registration, the following screen will appear. Click on the Sign In button to login using the username and password you set up earlier.

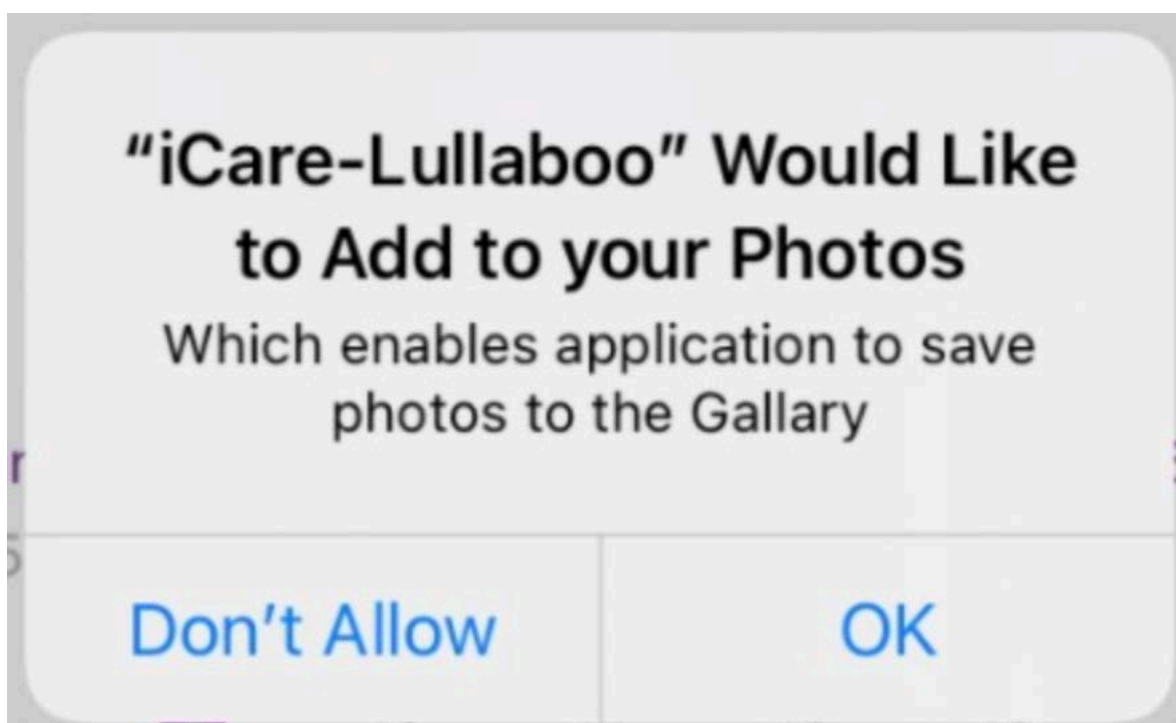


This completes the Sign-Up process.

Permission to Save Pictures

The iCareLullaboo app requires permission to save the picture in your mobile phone's Album. If you want to save the daily report pictures to your mobile phone then please click on OK and allow the app to save the pictures.

Please note that the daily report pictures are only available for today's date on the app, any pictures for previous dates will not be shown on the daily report. Hence, it is extremely important to allow the app to save pictures on your mobile phone if you want to see pictures from previous dates.



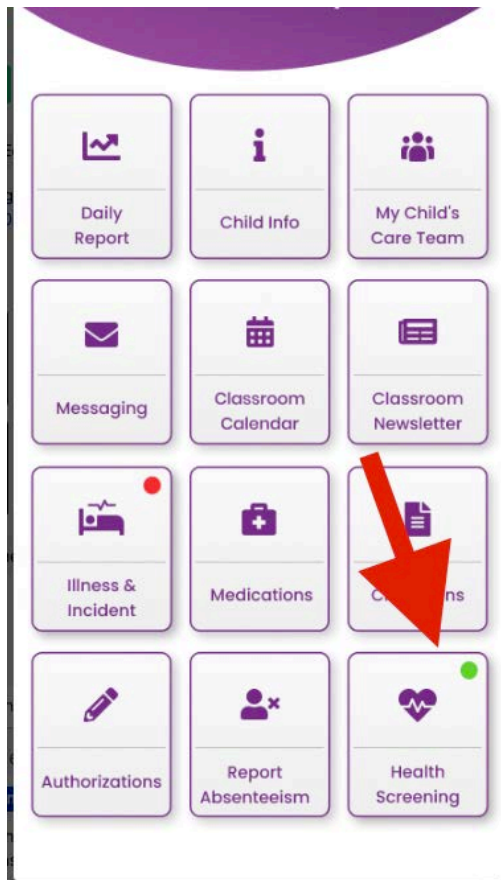
Health Screening (Optional)

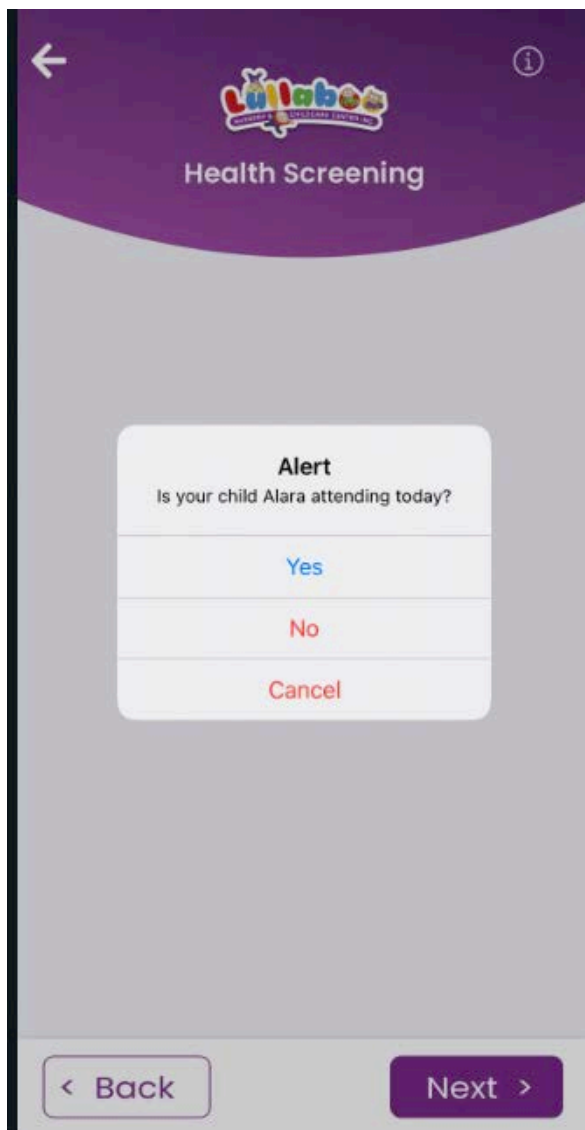
According to Ontario's Ministry of Education, Health and safety must always be everyone's first priority. That's why we included a special feature for health screening in the app, making the process fast and trouble-free. Parents can perform a digital health screening for their child(ren) before arriving to the childcare center, by answering the listed screening questions. This feature helps to speed up sign-in upon arrival at the center, making everyone's day run a little bit more smoothly.

The health screening is an optional process and it always needs to be completed before you take your child to the childcare center. You will be required to measure and enter your child's body temperature during the health screening process, so please keep the thermometer ready.

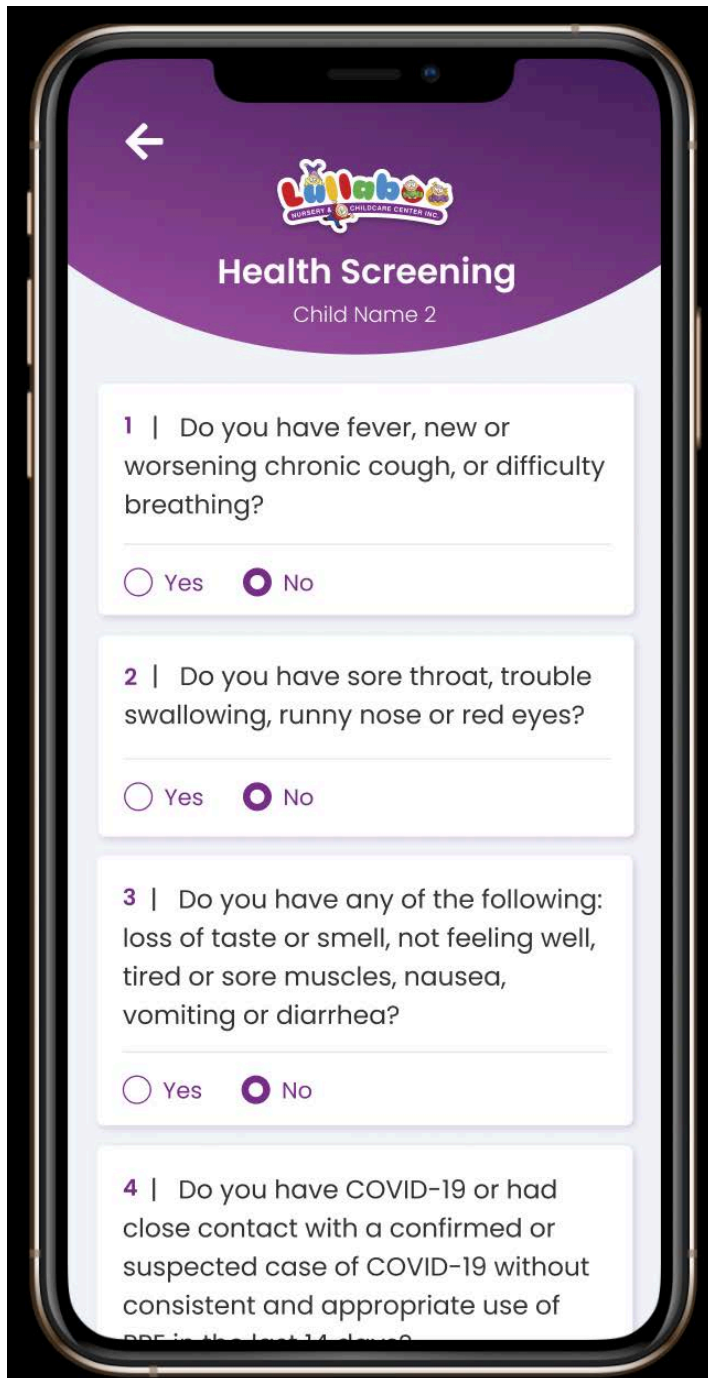
Completing the Health Screening through the iCareLullaboo mobile app is very simple, please follow the below steps.

1. Login to your iCareLullaboo app.
2. Click on the Health Screening option on the home screen.

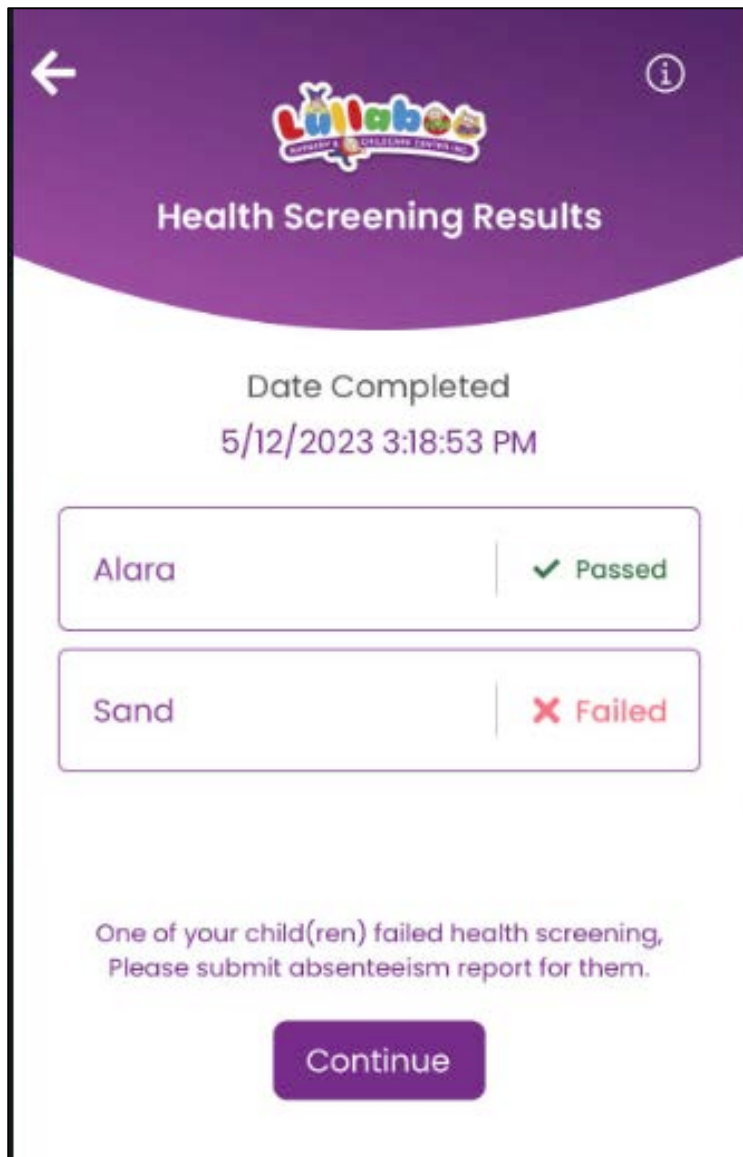




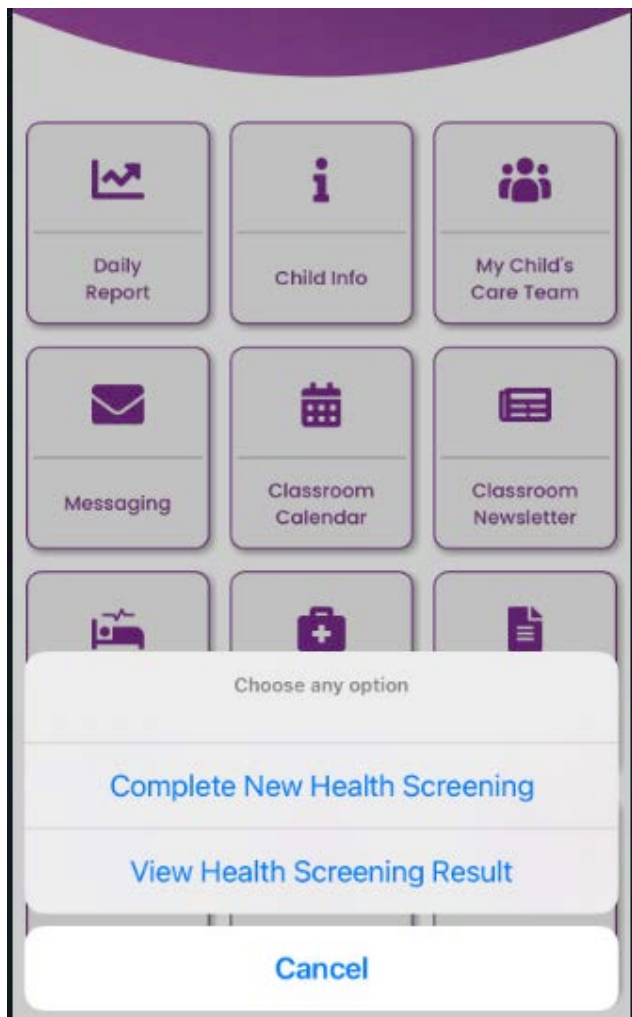
3. If your child is attending the childcare center today, then please select Yes. Clicking on No will submit an absence report for the child, if they are not attending the daycare.
4. As per the guidelines, the parents are required to submit health screening even if the child(ren) do not attend the daycare due to any reason.
5. Please read all the health screening questions carefully and answer them. You will be required to measure your child's body temperature and enter it during the health screening process, so please have a thermometer ready.



6. Your child must pass the health screening process in order to attend the childcare center. Please do not take your child to the center if the health screening result comes out as Failed. In case you have accidentally submitted the Failed health screening, then you can again perform the health screening process on the mobile app.



7. Parents are required to submit absence report upon receiving above message on the app.
8. Click on the Health Screening option to complete a new health screening or view the last health screening result.



This completes the health screening process.

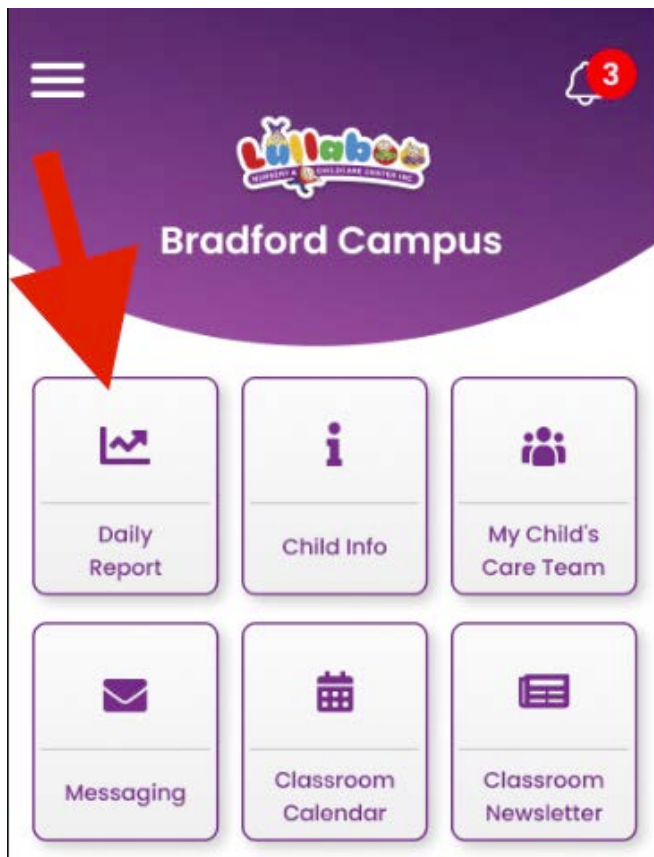
Daily Report

Families will receive real time updates of their child's daily engagement in their classroom. This feature helps educators to digitally share information with families about their child's day – instantly. Each account has access to all information in real time.

Reports are organized by section, making them clear and effortless to read. They include details regarding the child's four daily meals and all beverages, nap time and related sleep comments, and diaper changes and washroom routines. Educators can also communicate item requests to parents as needed, which may include: diapers, wipes, or extra clothing. Daily programming is listed in detail, noting all the learning activities which a child participated in along with a description of the special interests they showed that day.

Follow below steps to view your child's daily report.

1. Login to iCareLullaboo mobile app.
2. Click on the Daily Report option.



3. Select your child and the date for which you want to view the daily report.

←

Lullaboo
QUEBEC'S CHILD CARE CENTER INC.

Daily Report

Select Child ▼

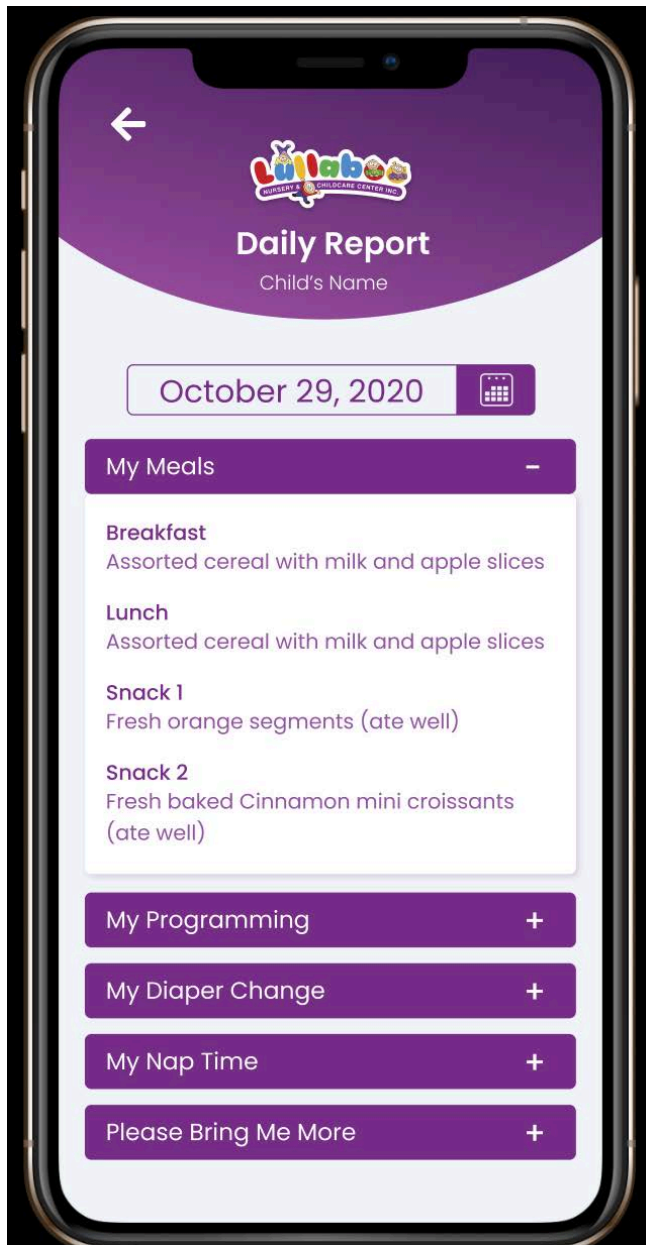
Select Date

< October 2020 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Continue

4. Click Continue.

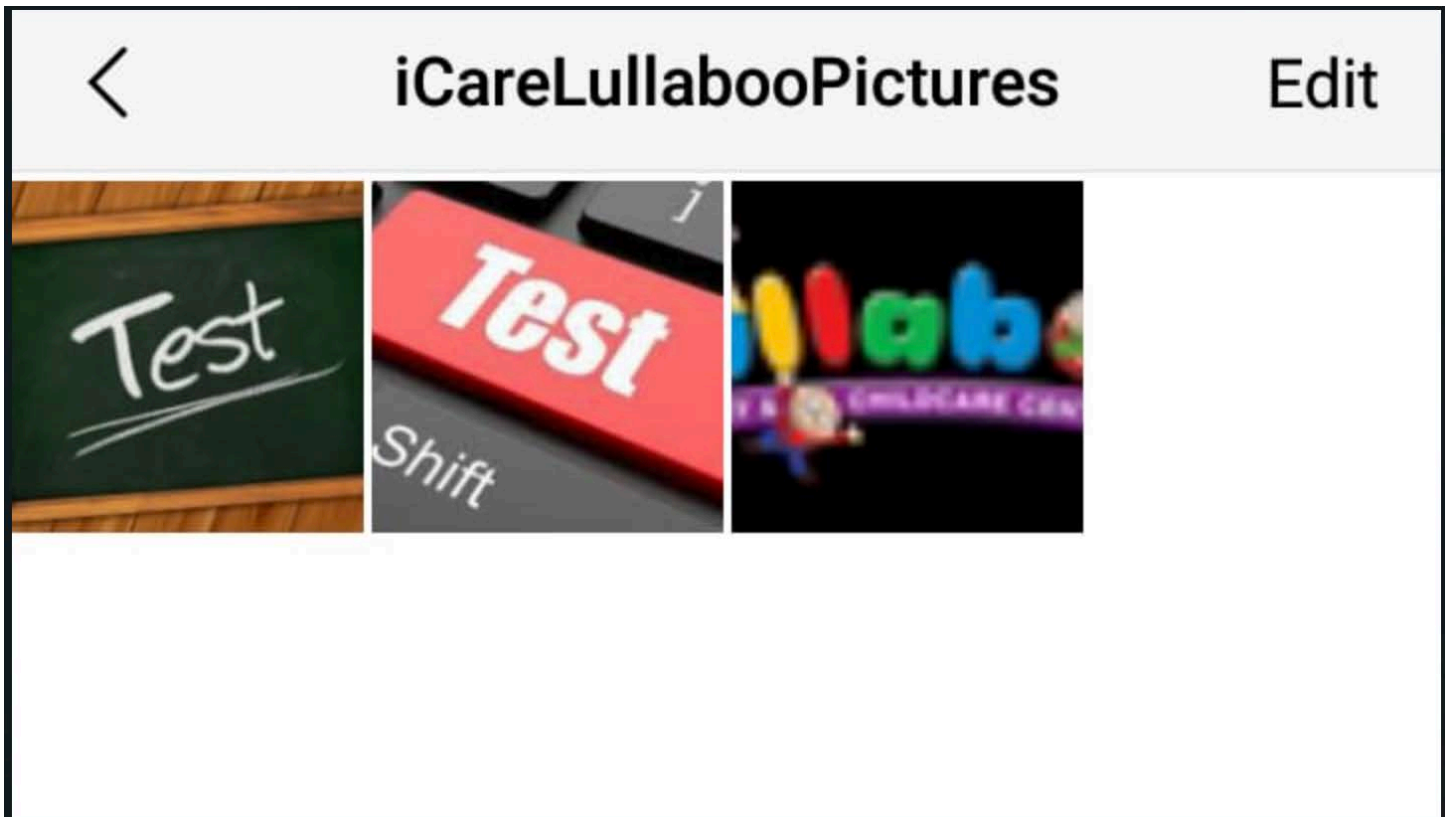


This completes the Daily Report feature.

Pictures

We all know that nothing brightens your day more than a photo or video of your child learning and having fun. Now you can get instantaneous access to those photos and videos as they happen. You'll be able to see children's learning in action as they participate in activities, develop their skills, and socialize with their peers. Educators use this feature to share children's special moments with their families, making sure you get to be part of all the fun!

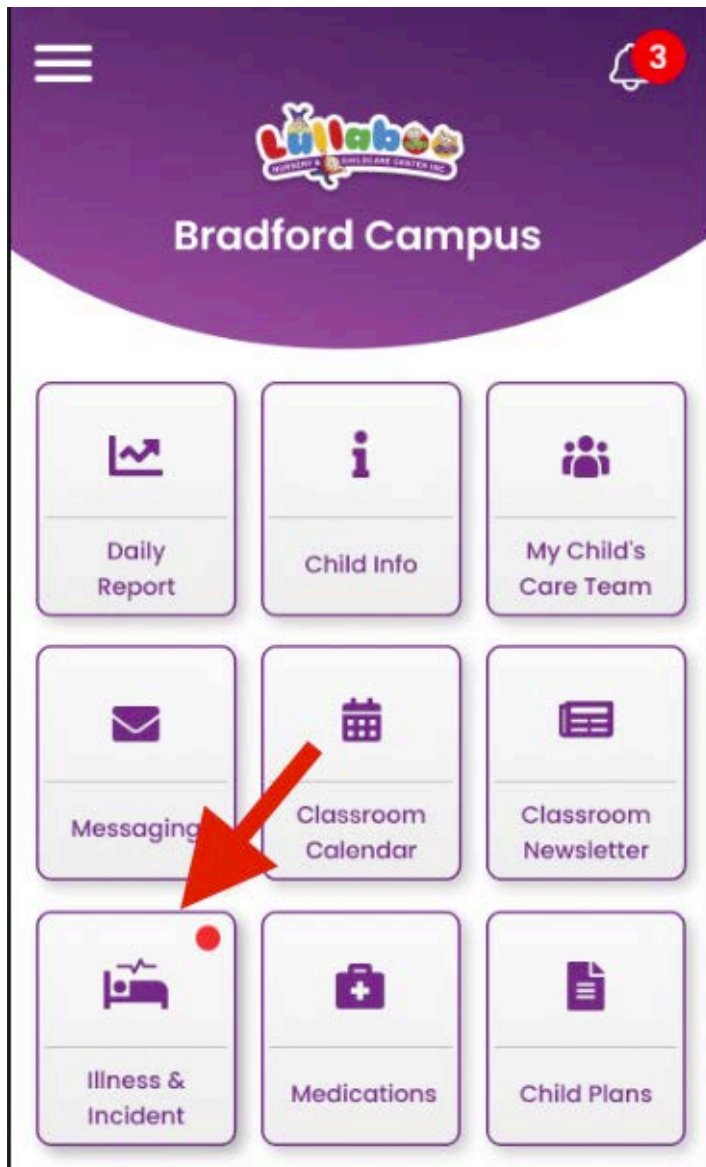
If you have assigned iCareLullaboo app the permissions to save pictures on your mobile device, then pictures from previous days picture will be available under the folder "iCareLullabooPictures" inside your Mobile Device > Albums.



Illness & Incident

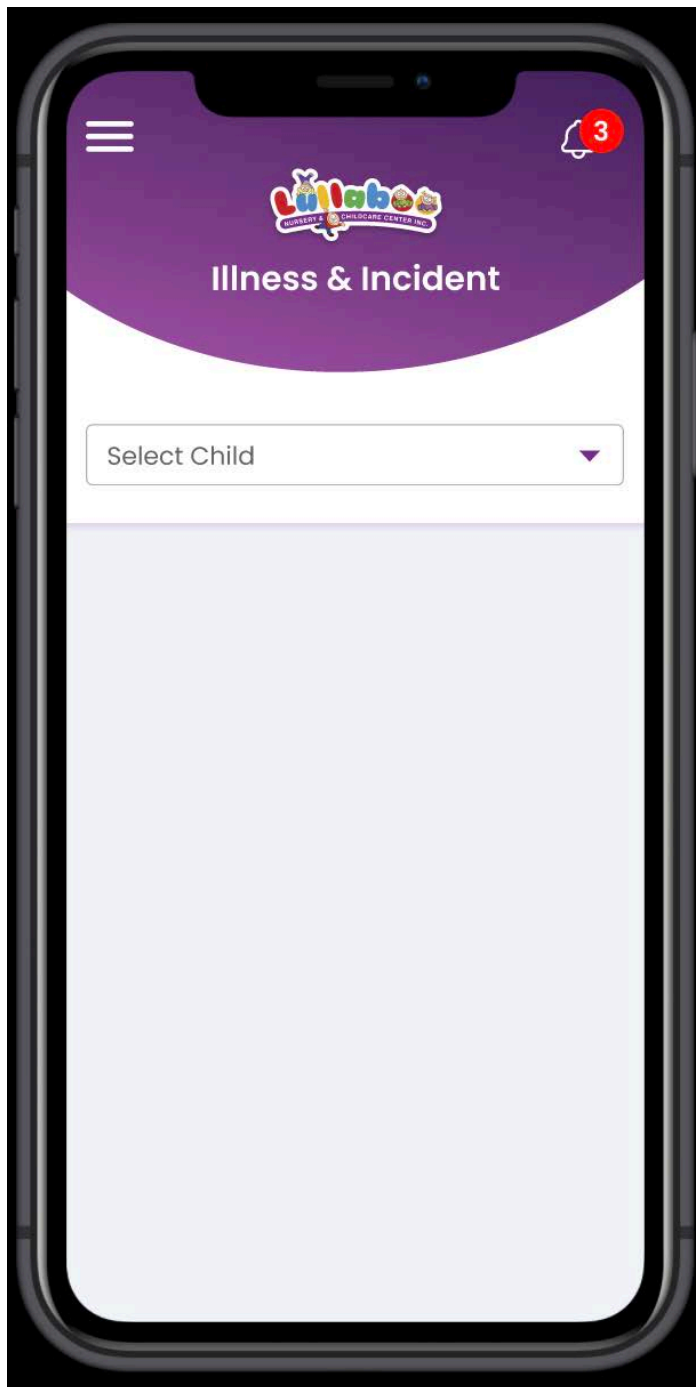
The Illness & Incident option on the home screen allows parents to view illness and incident reports for your child. Any parent having full access to the child's profile in our Childcare Management Software is allowed to view and acknowledge the illness and incident reports in the mobile app.

Note: Please contact the center supervisor if you are not able to see your child's name in the dropdown menu on the Illness & Incident screen.

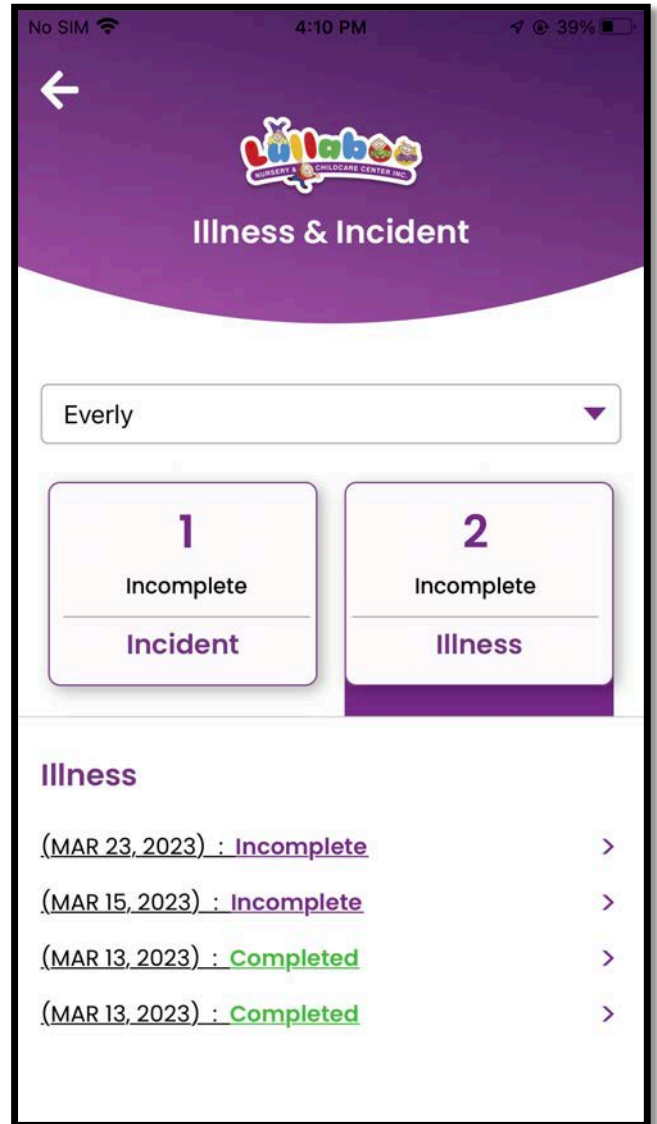
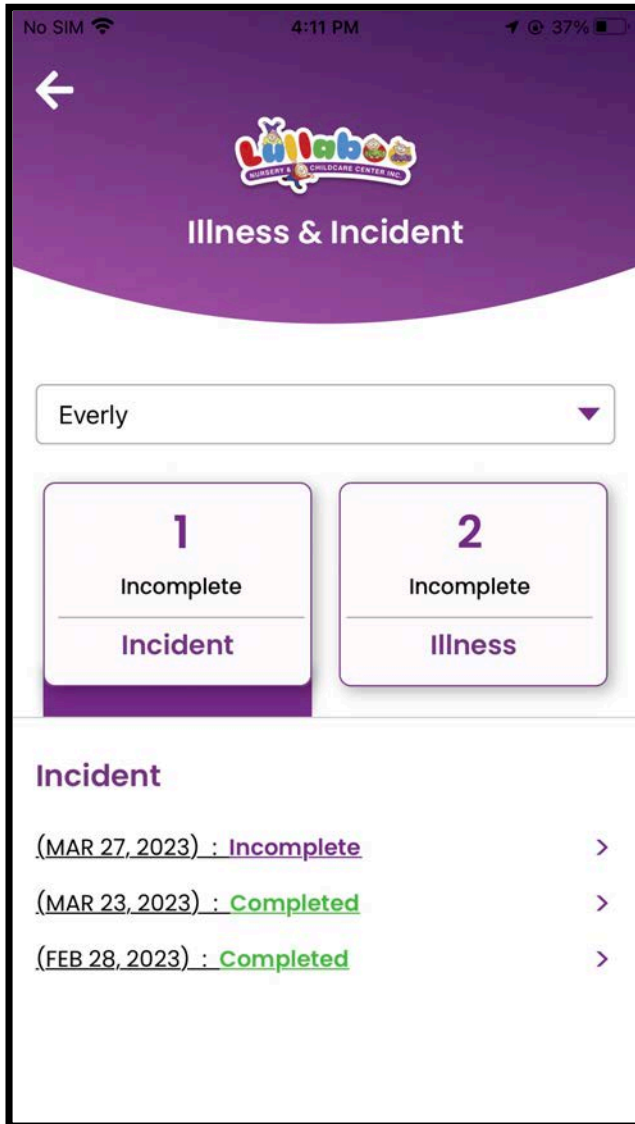


Follow the below steps to view and acknowledge your child's illness and incident reports.

1. Clicking on the Illness & Incident option will take you to the child selection screen. If you have only one child registered with us, then the child's name will automatically be selected in the dropdown list.



2. As shown below, there are two sections which show the complete and incomplete incident and illness reports for the selected child. The list will be sorted by date showing the latest illness or incident at the top.



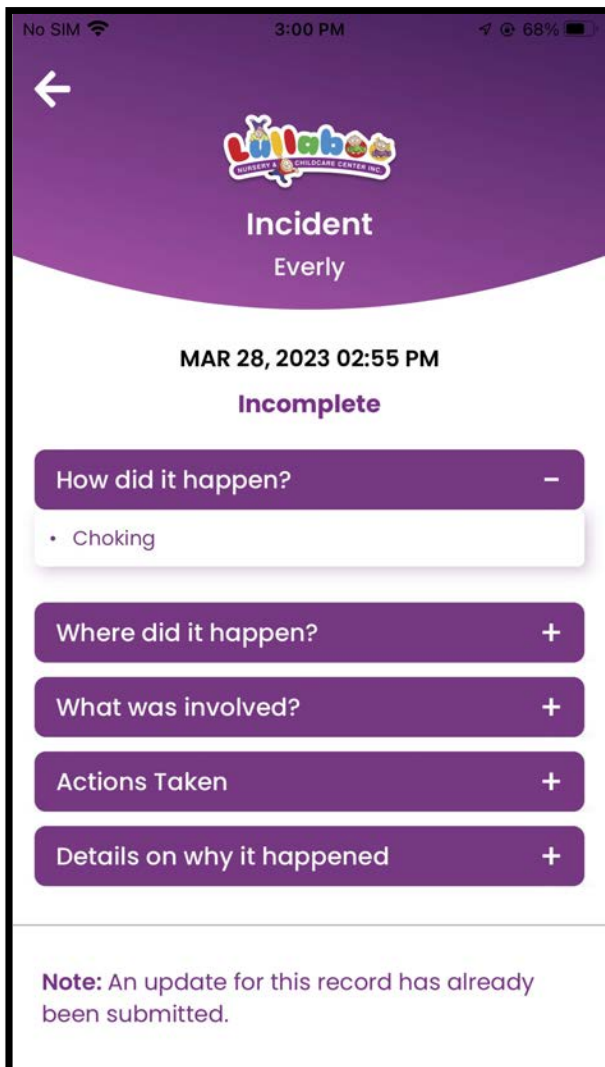
3. Clicking on the particular illness or incident from the list will show the information in the details screen as shown below.

The screenshot shows the 'Incident' details screen in the Lullaboo app. At the top, there is a purple header with the Lullaboo logo, a hamburger menu icon, and a notification bell with a red circle containing the number '3'. Below the header, the title 'Incident' is displayed in white, followed by 'Child Name' in a smaller font. The incident date and time are 'JAN 4, 2021 4:43pm', and the status is 'Incomplete' in red. The screen contains several expandable sections: 'How did it happen?' with a '+' icon, 'Where did it happen?' with a '-' icon and a text input field containing 'Art area', 'What was involved?' with a '+' icon, 'Actions Taken' with a '-' icon, and 'Details on why it happened' with a '+' icon. At the bottom, there is a 'Mark As Read' button.

The screenshot shows the 'Illness' details screen in the Lullaboo app. It has the same purple header with the Lullaboo logo, a hamburger menu icon, and a notification bell with a red circle containing the number '3'. Below the header, the title 'Illness' is displayed in white, followed by 'Child Name' in a smaller font. The illness date and time are 'FEB 18, 2021 2:03pm', and the status is 'Incomplete' in red. The screen contains several expandable sections: 'Details' with a '+' icon, 'Symptoms Observed' with a '-' icon and a text input field containing 'Runny Nose', 'Actions Taken' with a '+' icon, and 'Comments' with a '+' icon. At the bottom, there is a 'Mark As Read' button.

Note: Your profile must have full access permissions to the child account at our end. If you want to see the illness or incident reports in the mobile app, please contact the center supervisor in case you are not able to access them for your child.

4. Clicking on the “Mark as Read” button will acknowledge the illness or incident. If the illness or incident is already acknowledged by the other registered parent or guardian, then you will see the following update note in place of the “Mark As Read” button on the illness or incident details screen.



No SIM 3:00 PM 68%

←

Lullaboo
CHILDREN'S CHILDCARE CENTER INC.

Incident
Everly

MAR 28, 2023 02:55 PM
Incomplete

How did it happen? –

- Choking

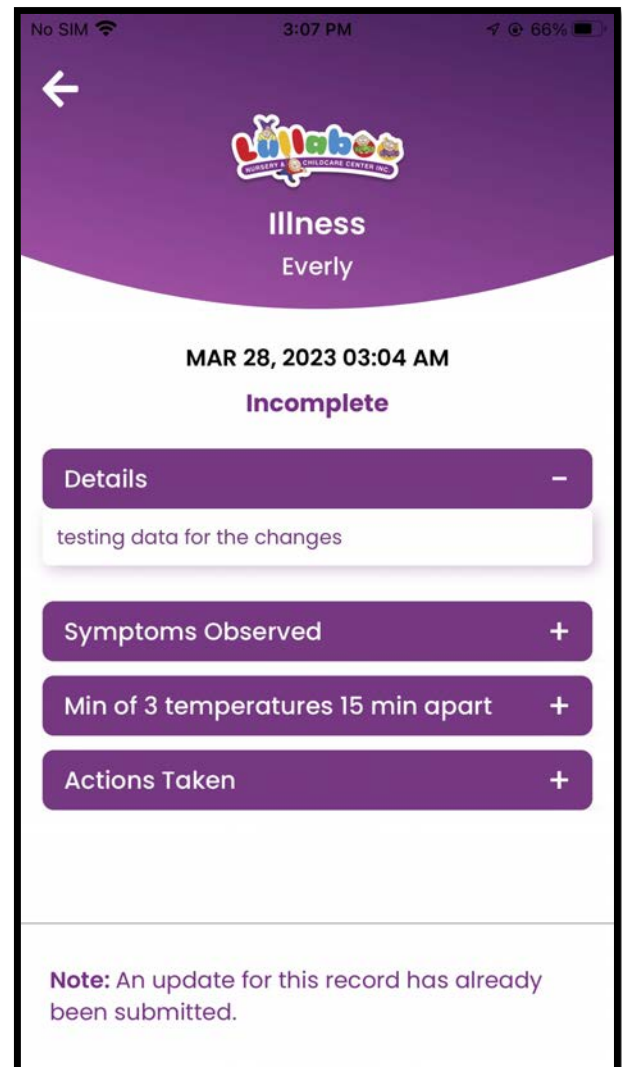
Where did it happen? +

What was involved? +

Actions Taken +

Details on why it happened +

Note: An update for this record has already been submitted.



No SIM 3:07 PM 66%

←

Lullaboo
CHILDREN'S CHILDCARE CENTER INC.

Illness
Everly

MAR 28, 2023 03:04 AM
Incomplete

Details –

testing data for the changes

Symptoms Observed +

Min of 3 temperatures 15 min apart +

Actions Taken +

Note: An update for this record has already been submitted.

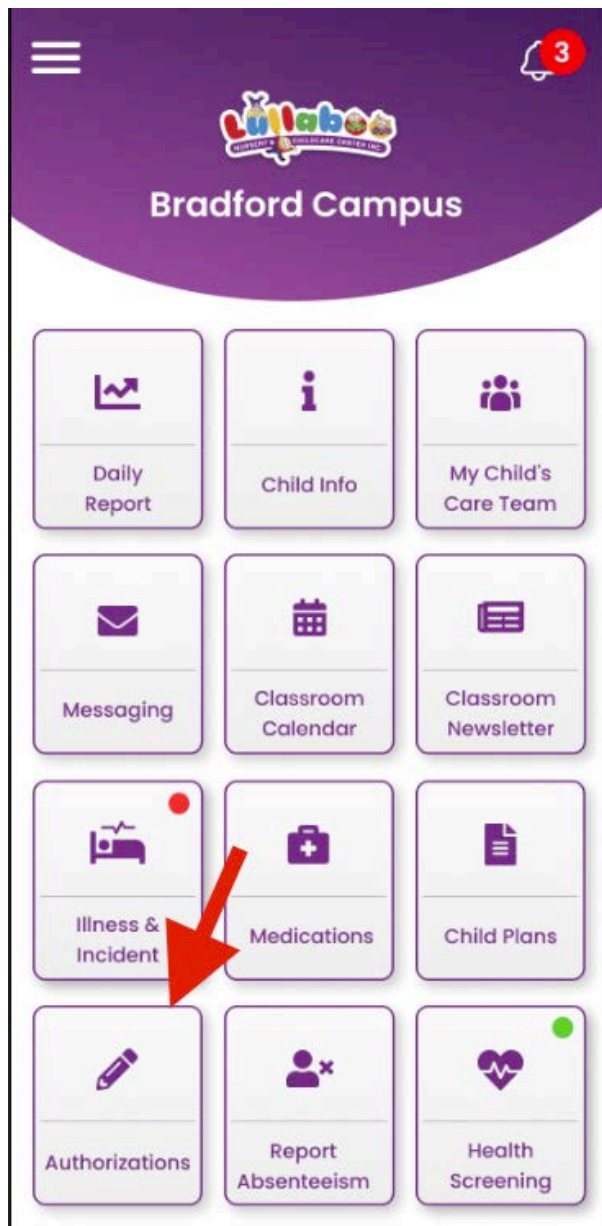
5. Once the acknowledgement is processed at our end, you will see the “Read” button on the illness or incident details screen as shown below.



This completes the Illness & Incident feature.

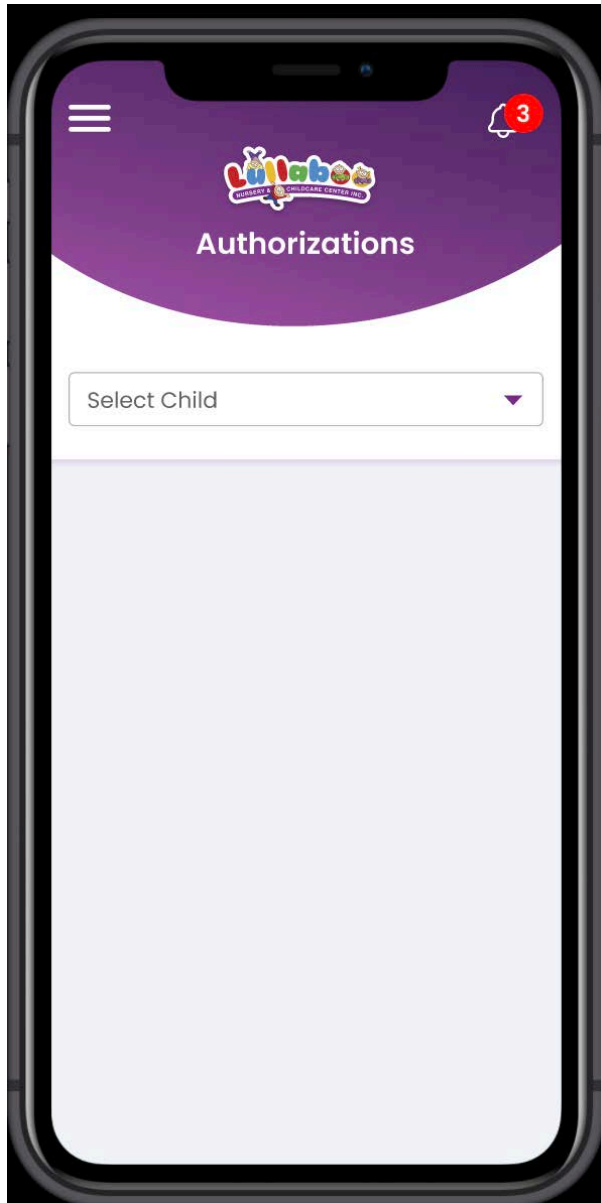
Authorizations

The Authorizations option on the home screen allows parents to view and sign authorizations for the child. Any parent having full access to the child's profile in our Childcare Management Software is allowed to view and sign the authorizations in the mobile app.



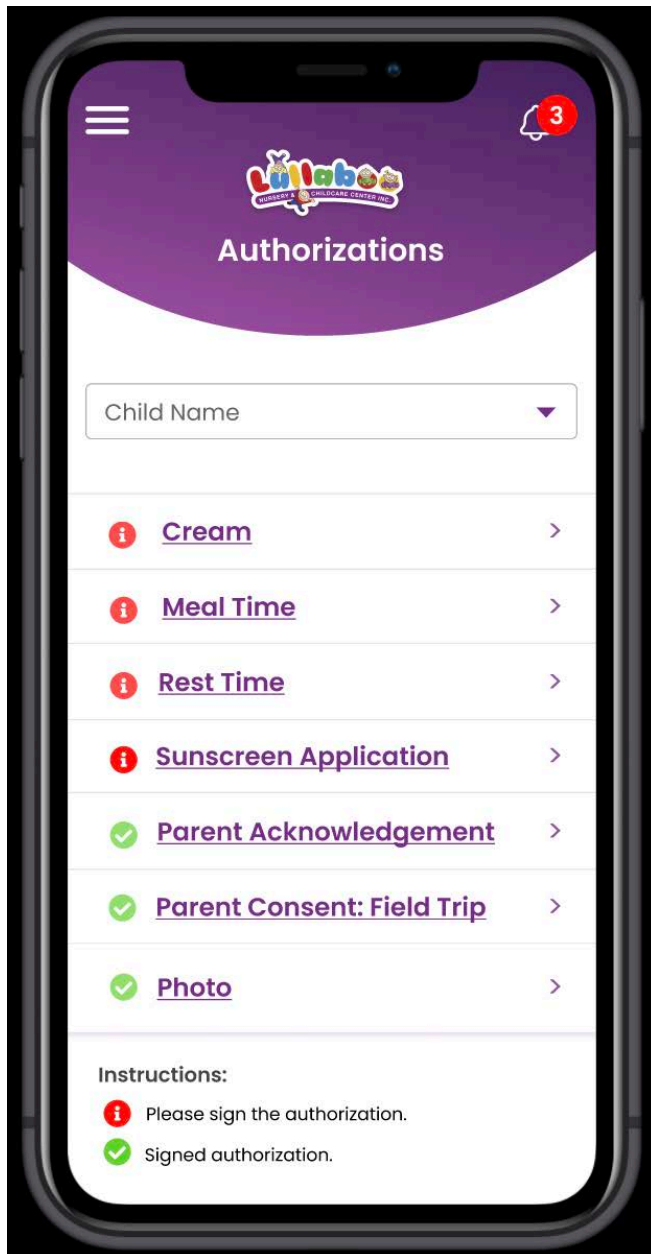
Follow the below steps to view and sign your child's authorizations.

1. Clicking on the Authorizations option will take you to the child selection screen. If you have only one child registered with us, then the child's name will automatically be selected in the dropdown list.
2. If you have more than one child registered with us and have full access permissions to their profile in our Childcare Management Software, then you will see their names in the below list.



Note: Please contact the center Supervisor if you are not able to see your child 's name in the dropdown menu on the above screen.

3. After selecting the name of the child, you will see a list of authorizations sorted by unsigned authorizations on top.



- Click on any authorization to read and sign it. The description tab shows the details about the authorization. Please read carefully before signing it.

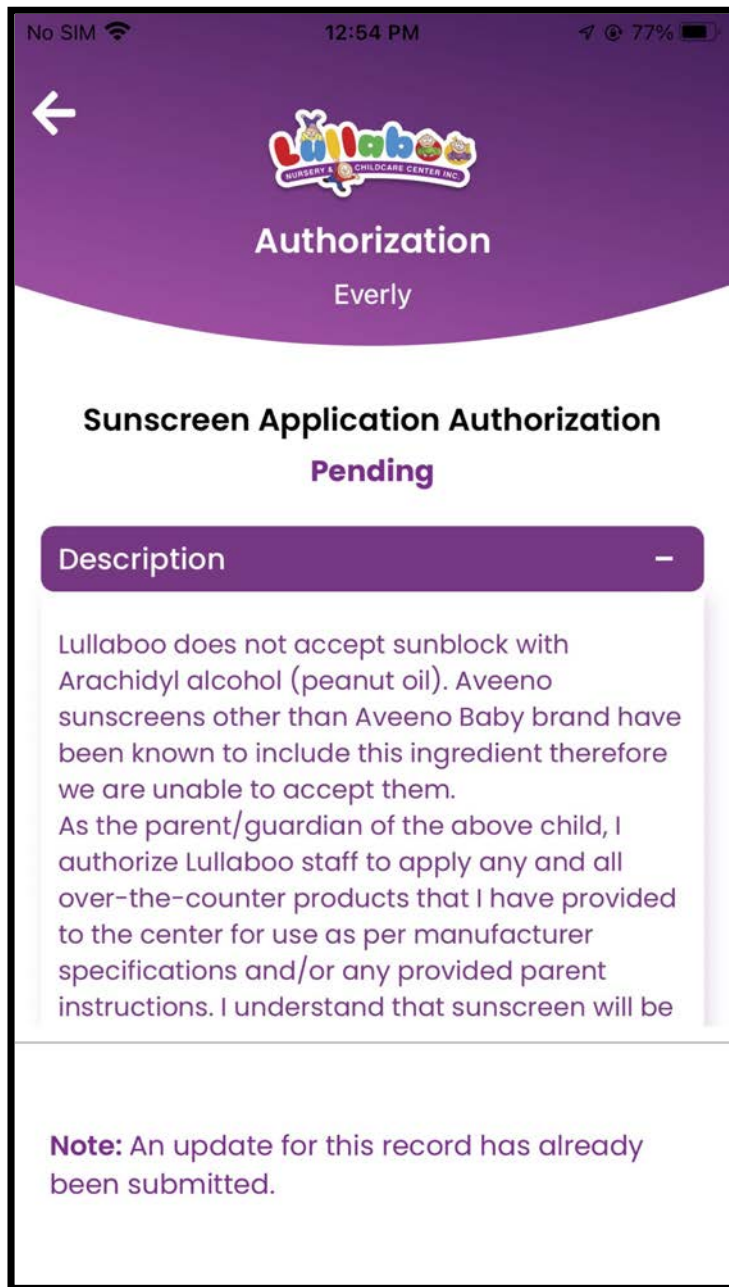
The image displays two side-by-side screenshots of a mobile application interface for 'Lullaboo Nursery & Childcare Center Inc.'. Both screens show an 'Authorization' form for a child's 'Rest Time', which is currently 'Pending'. The top of the app features a purple header with the Lullaboo logo and a notification bell icon with the number '3'. Below the header, the title 'Authorization' is followed by a field for 'Child Name'. The main content area is divided into two sections: 'Description' and 'Questions (Please Read)'. In the left screenshot, the 'Description' tab is expanded, showing a text block that reads: 'I hereby give permission for the staff at Lullaboo Nursery and Childcare Center to apply a sunscreen product that is called Coppertone with an SPF of 50 or higher when he/she will be playing outside. I understand that sunscreen will be applied before going outside including, but not limited to the face (except eyelids), tops of ears, nose, bare shoulders and exposed'. Below this, the 'Questions (Please Read)' tab is collapsed. In the right screenshot, the 'Questions (Please Read)' tab is expanded, showing a question: 'Would you like your under 12 months child to take a nap at Lullaboo?' followed by a red text prompt: 'Please contact center supervisor to update this data.' Below this, there is a section for 'Infant Sleep Time (under 12)' with a list of items: 'Light Blanket' and 'Sleep Sack'. At the bottom of both screens, there are fields for 'Parent Signature' and 'Date', and a button labeled 'Click Here To sign'.

Note: If you want to update anything in the Questions area, please contact the center supervisor.

5. If you have already saved your signature in the app, then it will automatically appear inside the signature box or you can simply draw your signature.
6. Click on Done to submit the signature.



7. We are allowing only one parent with Full Access to sign the authorization. If an authorization is already signed by the other registered parent or guardian for the child, then you will see the following update note on the authorization's details screen.



8. It can take up to 1 hour for the signature to get processed on our side and appear on the authorization in the mobile app.
9. Once the signature is processed in our Childcare Management Software, it will appear on the authorization as shown below.

2:11

Lullaboo
NUNTERY'S CHILD CARE CENTRE INC.

Authorization
Bobbie

Cream Authorization
Approved

Description —

All non prescription creams/ointments must be accompanied with authorization from a parent. A parent should hand deliver the ointment in the original container. As the parent /guardian of the above child, I give permission for the staff of my child's classroom to apply the following creams:

Questions (Please Read) +

Parent Signature

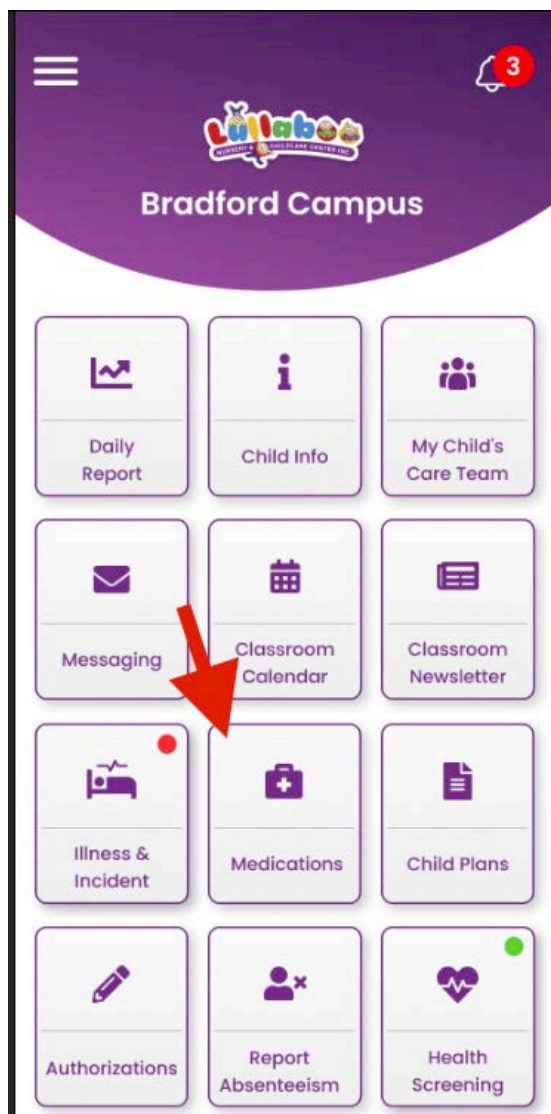
Date
2019-12-02

[Handwritten Signature]

This completes the Authorizations feature.

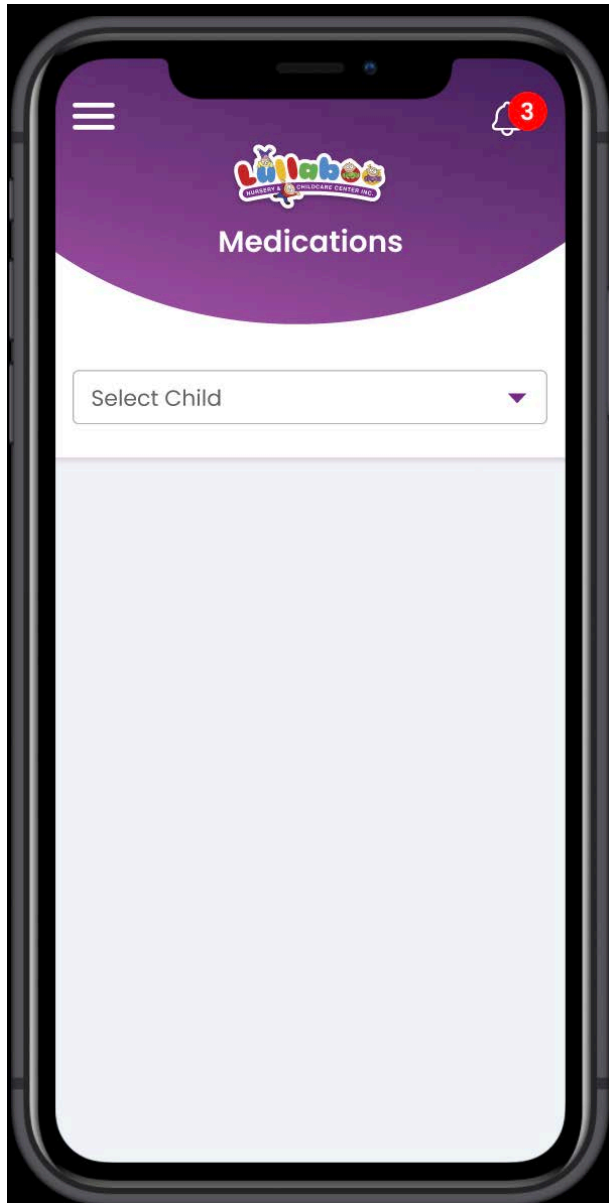
Medications

The medications option on the home screen allows parents to view and sign their child's medications. Any parent who has full access to the child's profile in our Childcare Management Software is allowed to view and sign the medications in the mobile app.



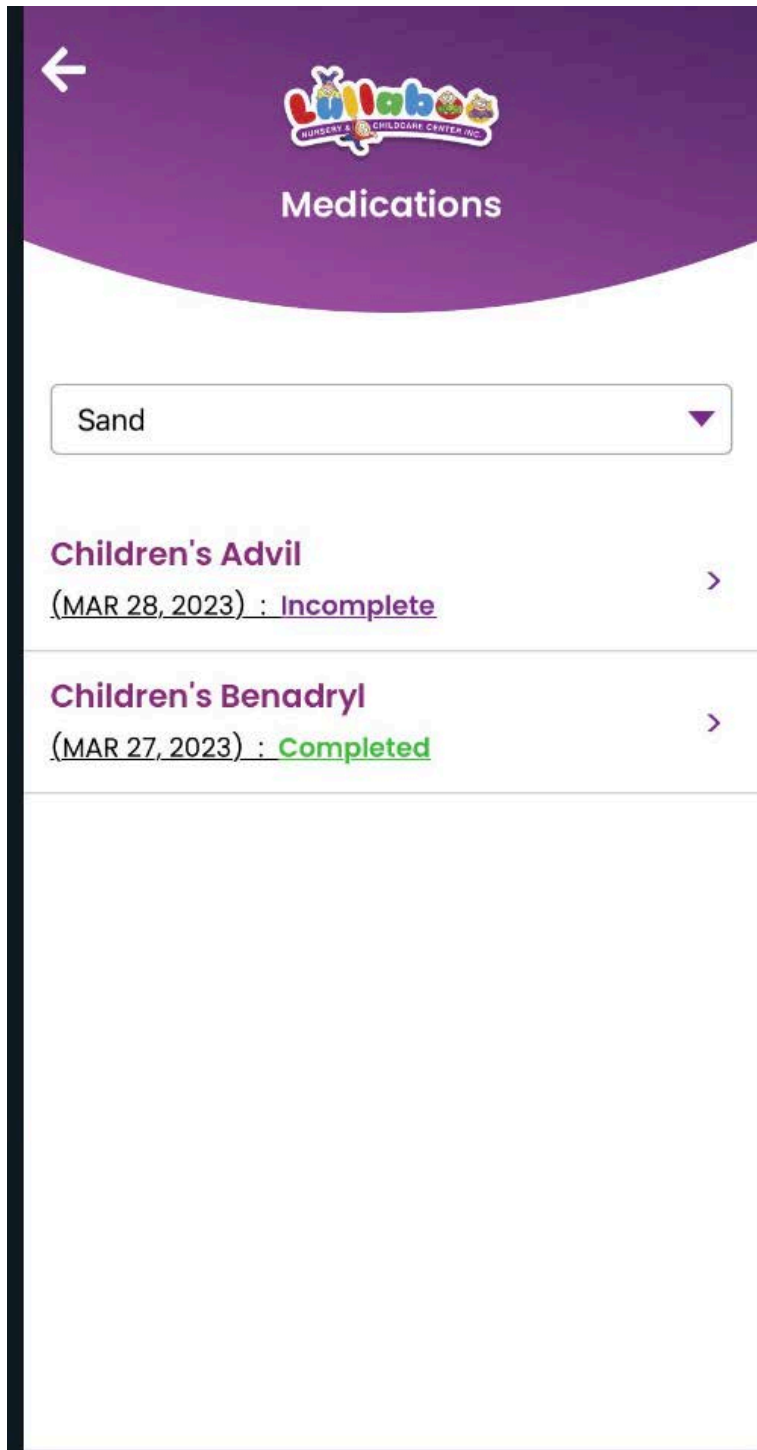
Follow the below steps to view and sign your child's medications.

1. Clicking on the Medications option will take you to the child selection screen. If you have only one child registered with us, then the child's name will automatically be selected in the dropdown list.
2. If you have more than one child registered with us and have full access permissions to their profile in our Childcare Management Software, then you will see their names in the below list.





Note: Please contact the center Supervisor if you are not able to see the child name in the dropdown menu on the above screen.

3. After selecting the child's name, you will see a list of medications sorted so that incomplete or unsigned medications are at the top.



- Click on any medication to view and sign it. The tabs provide detailed information about the medication including start/end/expiry date and administration instructions. Please read carefully before signing.






Medication
Sand

Children's Advil
Incomplete

Picture of Medication




Start / End / Expiry Date

+

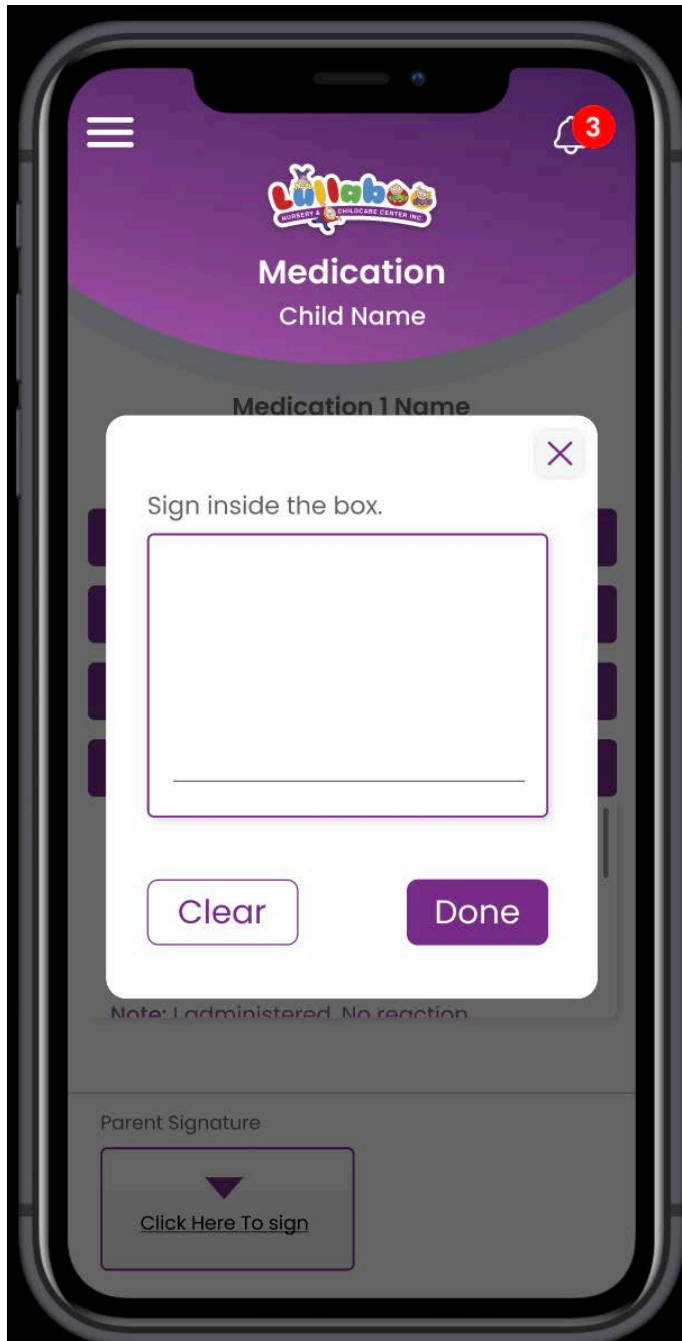
Administration Instructions

+

Parent Signature


[Click Here To sign](#)

5. Clicking on the parent signature button opens the signature box. If you have already saved your signature in the app, then it will automatically appear inside the signature box or you can simply draw your signature.
6. Click on Done to submit the signature.



7. We are allowing only one parent with full access to sign the medication. If a medication is already signed by the other registered parent or guardian for the child, then you will see the following update note on the medication's details screen.

No SIM 3:22 PM 65%


←

Lullaboo
NURSERY & CHILDCARE CENTER INC.

Medication
Everly

Children's Advil
Incomplete

Picture of Medication —



Start / End / Expiry Date +

Administration Instructions +

Note: An update for this record has already been submitted.

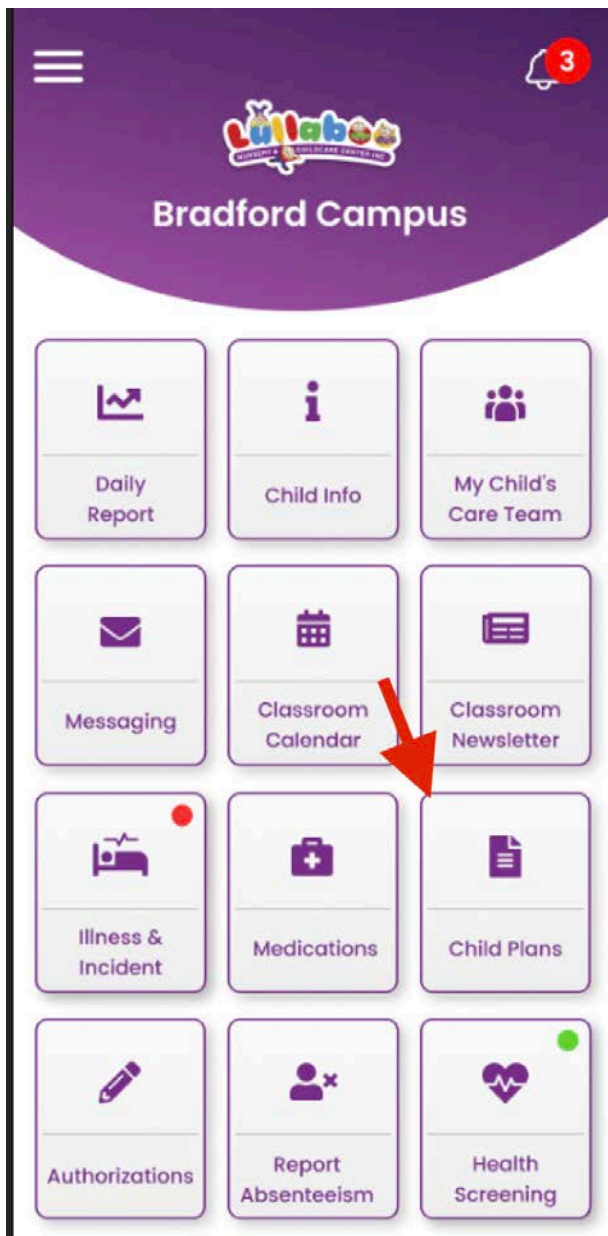
8. It can take up to 1 hour for the signature to get processed on our side and appear on the medication option in the mobile app.
9. Once the signature is processed in our Childcare Management Software, it will appear on the medication as shown below.

The screenshot displays the 'Medication' screen for a child named Bobbie. At the top, there is a back arrow and the Lullaboo logo. The medication name 'Tylenol' is shown in bold, followed by the status 'Completed' in green. Below this is a section titled 'Picture of medication' with a minus sign to its right, containing a photo of a Tylenol box. Three expandable buttons are listed: 'Start / End / Expiry Date', 'Administration Instructions', and 'Administration Log', each with a plus sign. At the bottom, the 'Parent Signature' section shows a handwritten signature inside a rounded rectangle.

This completes the Medication feature.

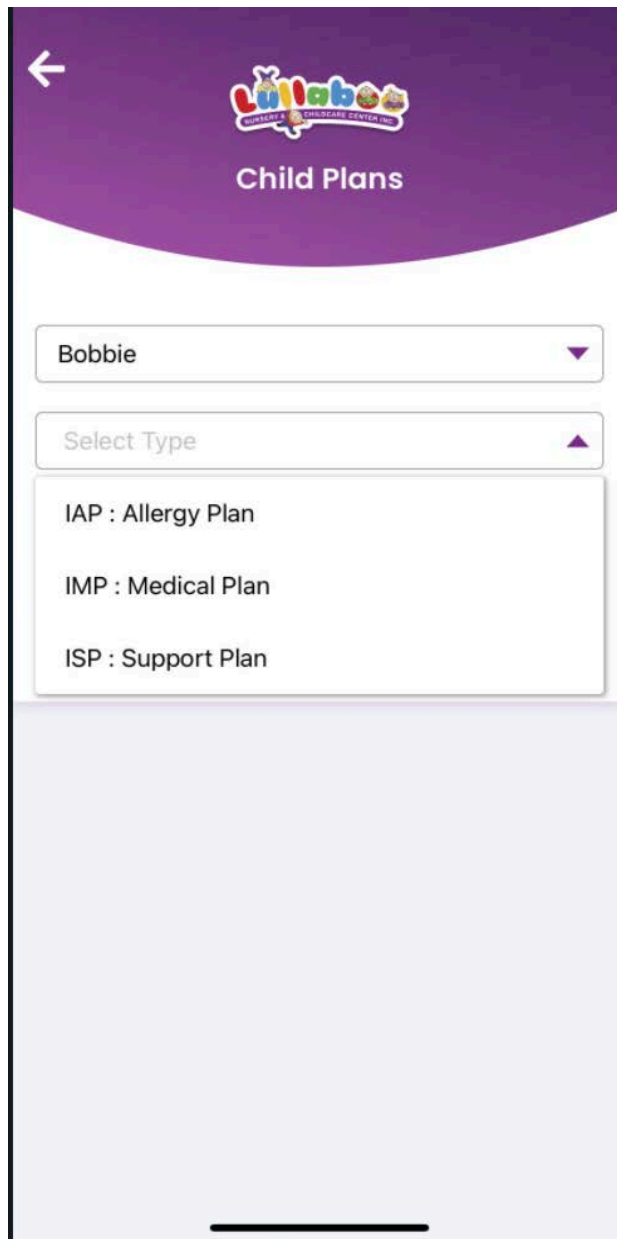
Child Plans

The “Child Plans” option on the home screen allows parents to view their child’s plans. Any parent who has full access to the child’s profile in our Childcare Management Software is allowed to view the individual plan for their child.

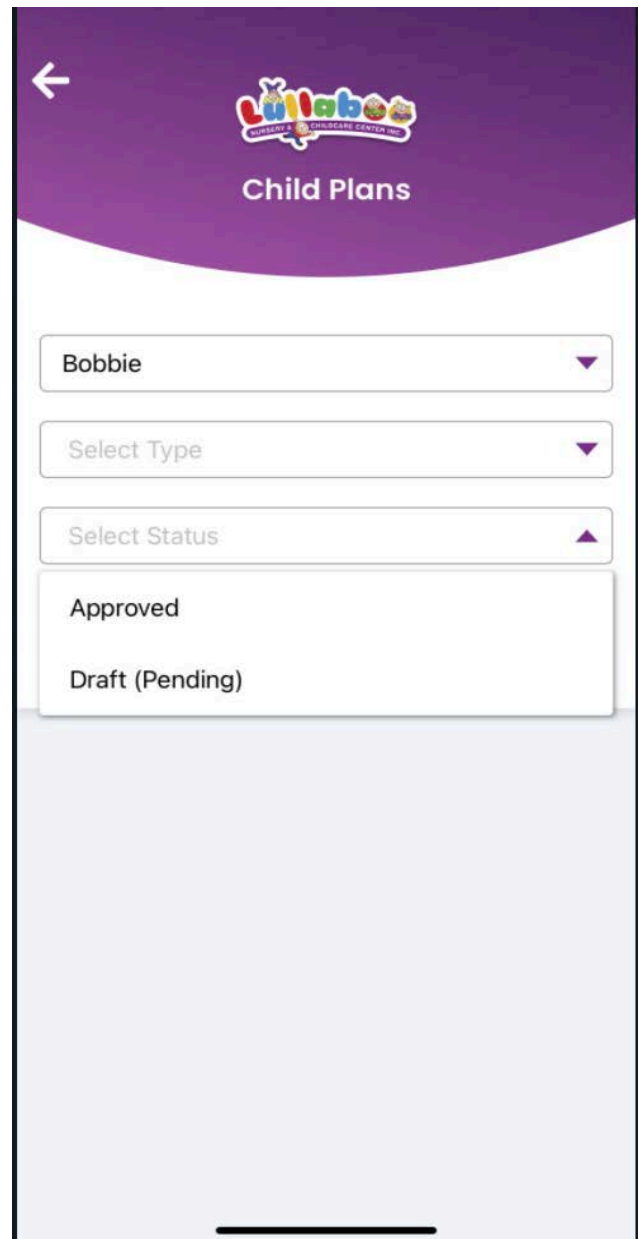


Follow the below steps to view your child plans.

1. We maintain the following 3 types of plans at our end. Parents are allowed to view the Draft and Approved versions of the child plans in the mobile app.
2. If you have more than one child registered with us and have full access permissions to their profiles in our Childcare Management Software, then you will see their names in the below list.
3. Select the plan type and status to view the individual plan. Click Next.



The screenshot shows the 'Child Plans' screen in the Lullaboo mobile app. At the top, there is a purple header with the Lullaboo logo and a back arrow. Below the header, the text 'Child Plans' is displayed. A dropdown menu for 'Bobbie' is open, showing three options: 'IAP : Allergy Plan', 'IMP : Medical Plan', and 'ISP : Support Plan'. The 'Select Type' dropdown is also visible, with an upward arrow indicating it is expanded.



The screenshot shows the 'Child Plans' screen in the Lullaboo mobile app. At the top, there is a purple header with the Lullaboo logo and a back arrow. Below the header, the text 'Child Plans' is displayed. A dropdown menu for 'Bobbie' is open, showing two options: 'Approved' and 'Draft (Pending)'. The 'Select Status' dropdown is also visible, with an upward arrow indicating it is expanded.

IAP: Individual Allergy Plan

1. The IAP: Individual Allergy Plan shows allergens, food restrictions and feeding practices for your child.

The screenshot shows a mobile app interface for 'Lullaboo NURSERY & CHILDCARE CENTER INC.' The user is logged in as 'Everly'. The screen displays a 'Child Allergy IAP' in 'Draft (Pending)' status. A section titled 'Allergens' lists one allergen: 'Beef', marked with a red information icon. The severity is 'Strong (Anaphylaxis)'. The strategy to reduce risk of exposure is 'Absolute avoidance of this allergen at all times, do not provide food that contains this allergen/causative agent for consumption or use in activities (ex. sensory play, art). Do not provide unmarked food products (ex. without ingredients list or "contains" statement).' Below this, a 'Food Restrictions' section is currently empty. A note at the bottom states: 'Note: Please review and contact the center supervisor to sign and finalize the plan.'

No SIM 3:59 PM 55%

Child Plan
Everly

Child Allergy IAP
Draft (Pending)


Allergens -

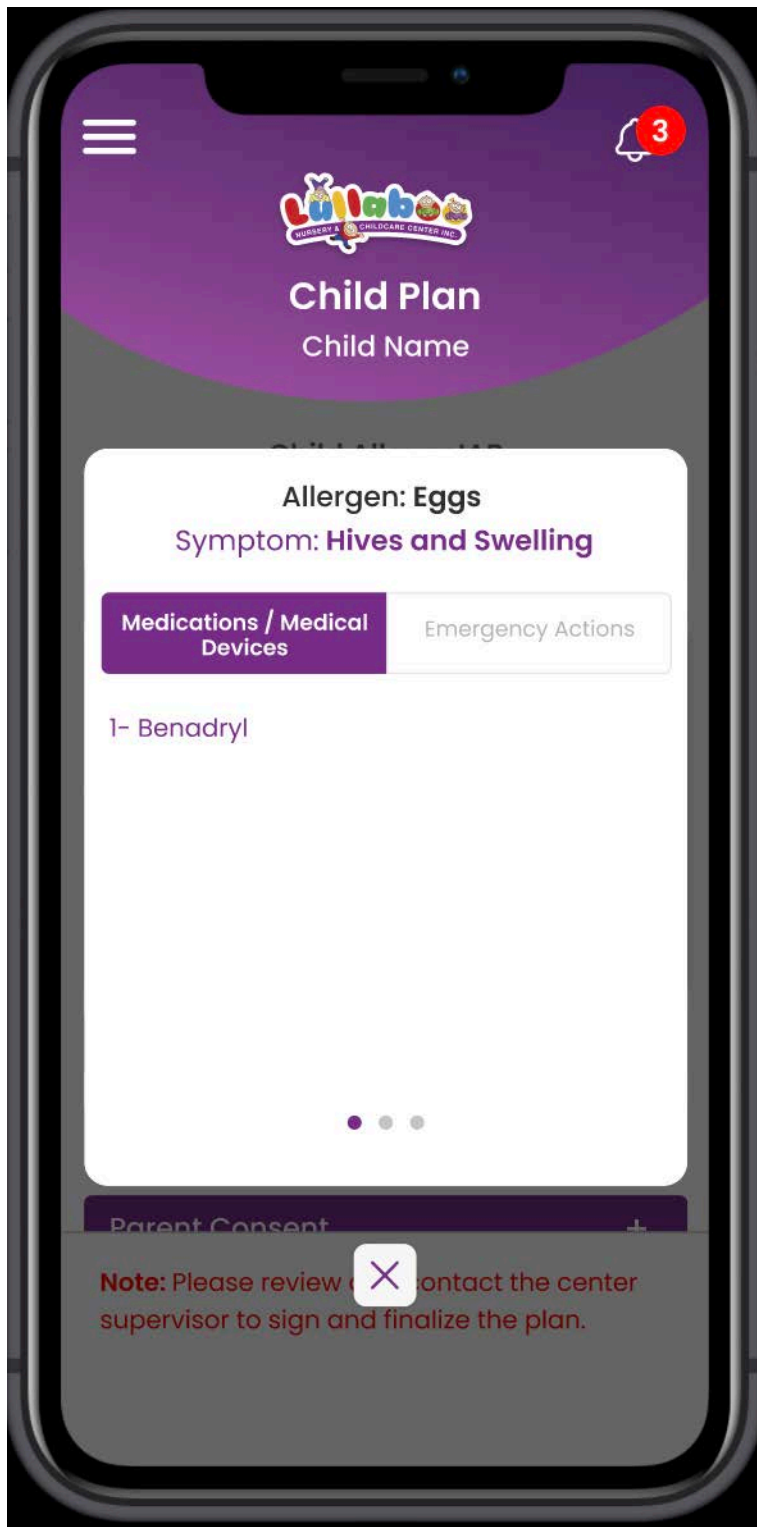
Beef

Severity: Strong (Anaphylaxis)
Strategy to Reduce Risk of Exposure:
Absolute avoidance of this allergen at all times, do not provide food that contains this allergen/causative agent for consumption or use in activities (ex. sensory play, art). Do not provide unmarked food products (ex. without ingredients list or "contains" statement).

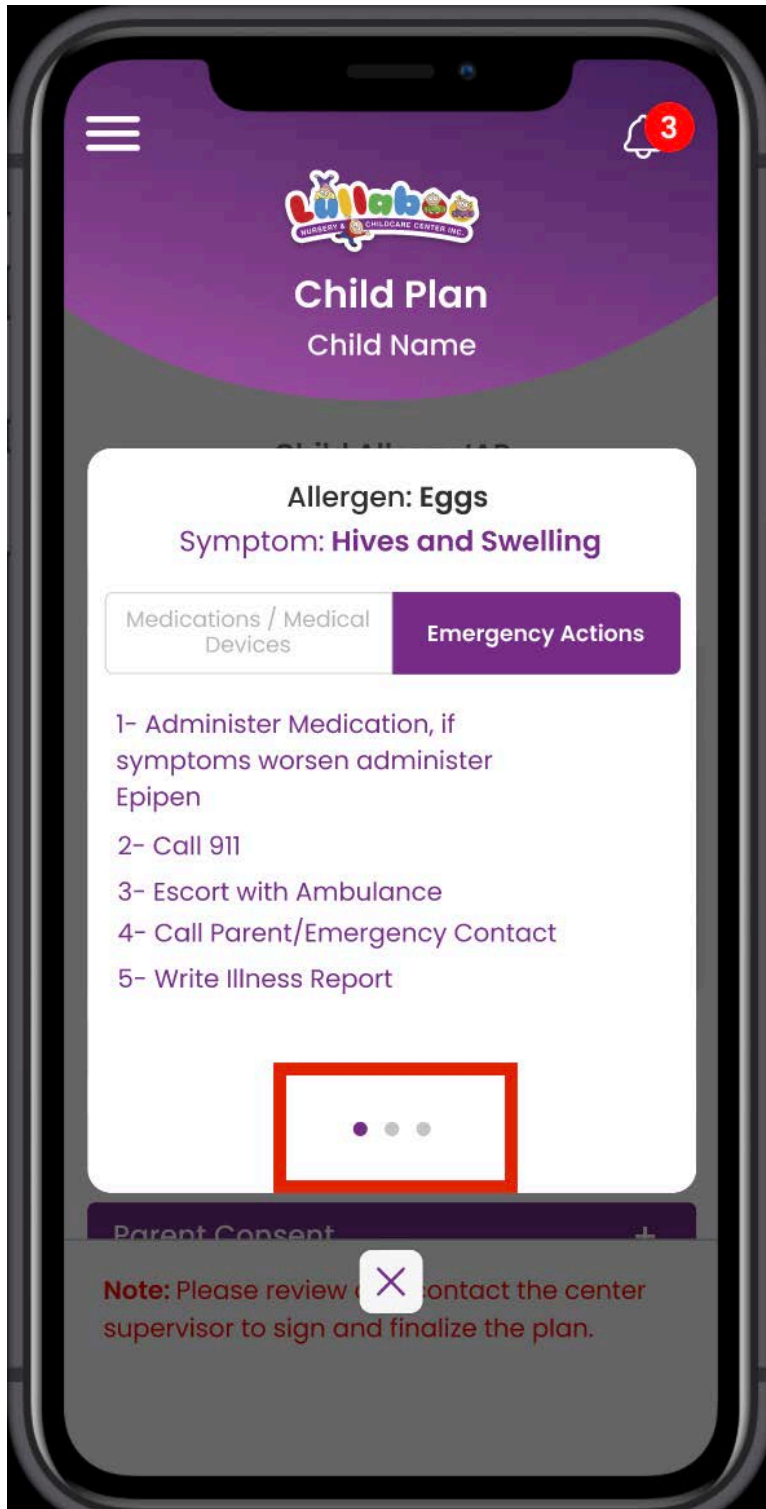
Food Restrictions +

Note: Please review and contact the center supervisor to sign and finalize the plan.

2. Clicking on the red  opens another pop-up window where you can see the symptoms and emergency actions associated with the allergen.

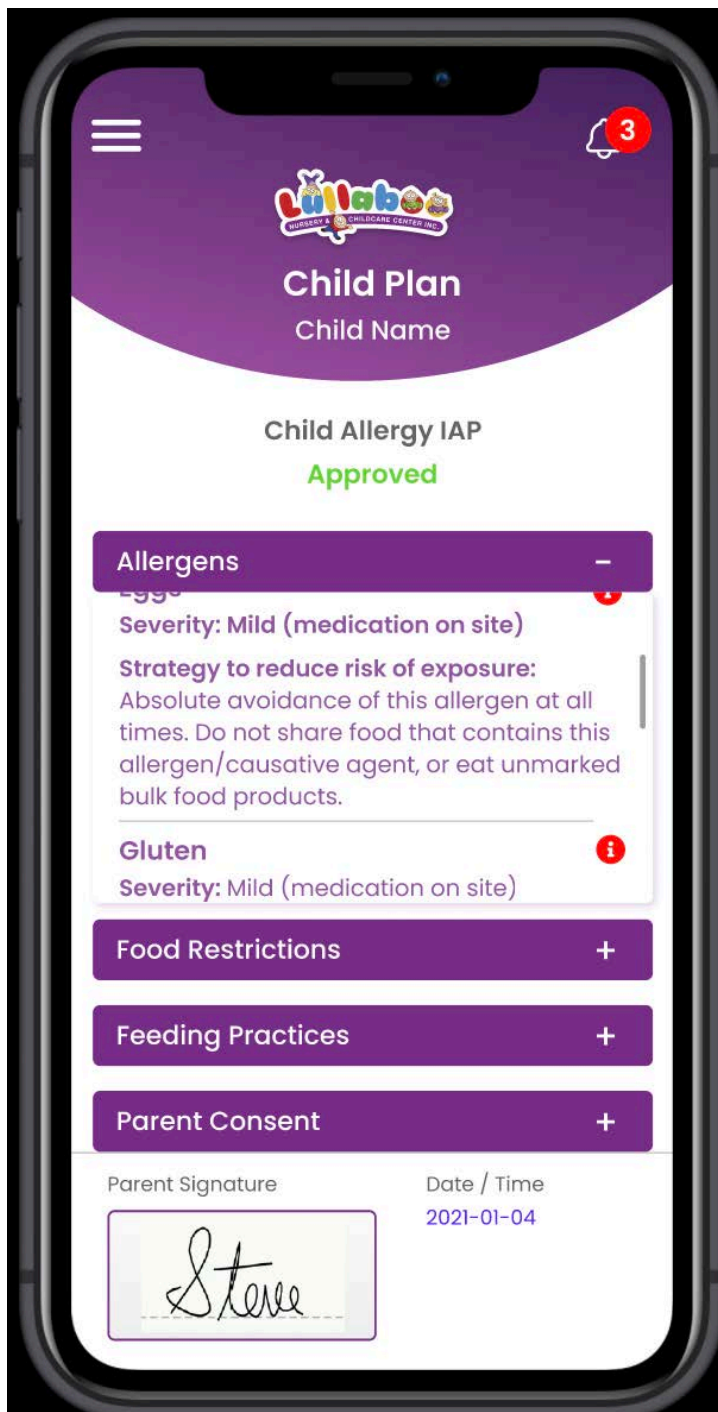


3. You can swipe to the right to see the next symptom in the list.



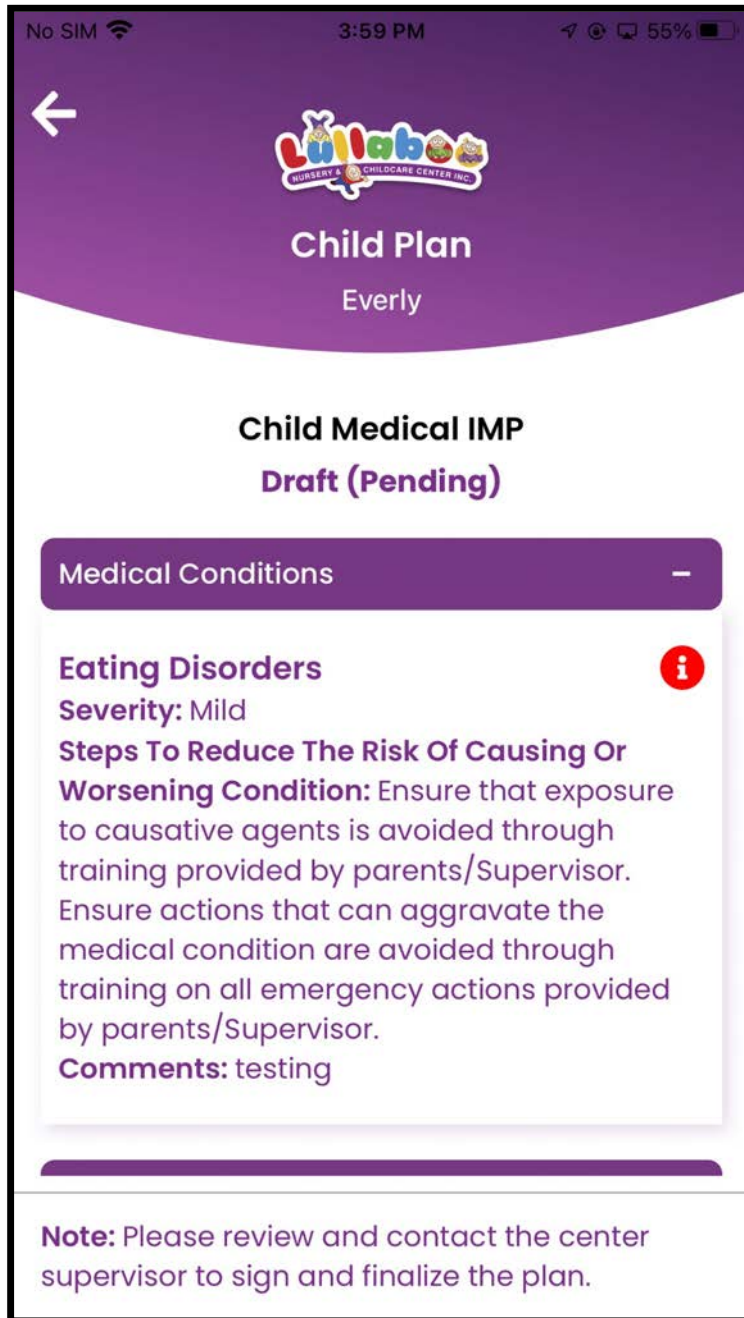
Note: Please contact center Supervisor to sign and finalize the draft plan.


4. Once the IAP: Individual Allergy Plan is approved, it will appear along with your signature in the mobile app as shown below.



IMP: Individual Medical Plan

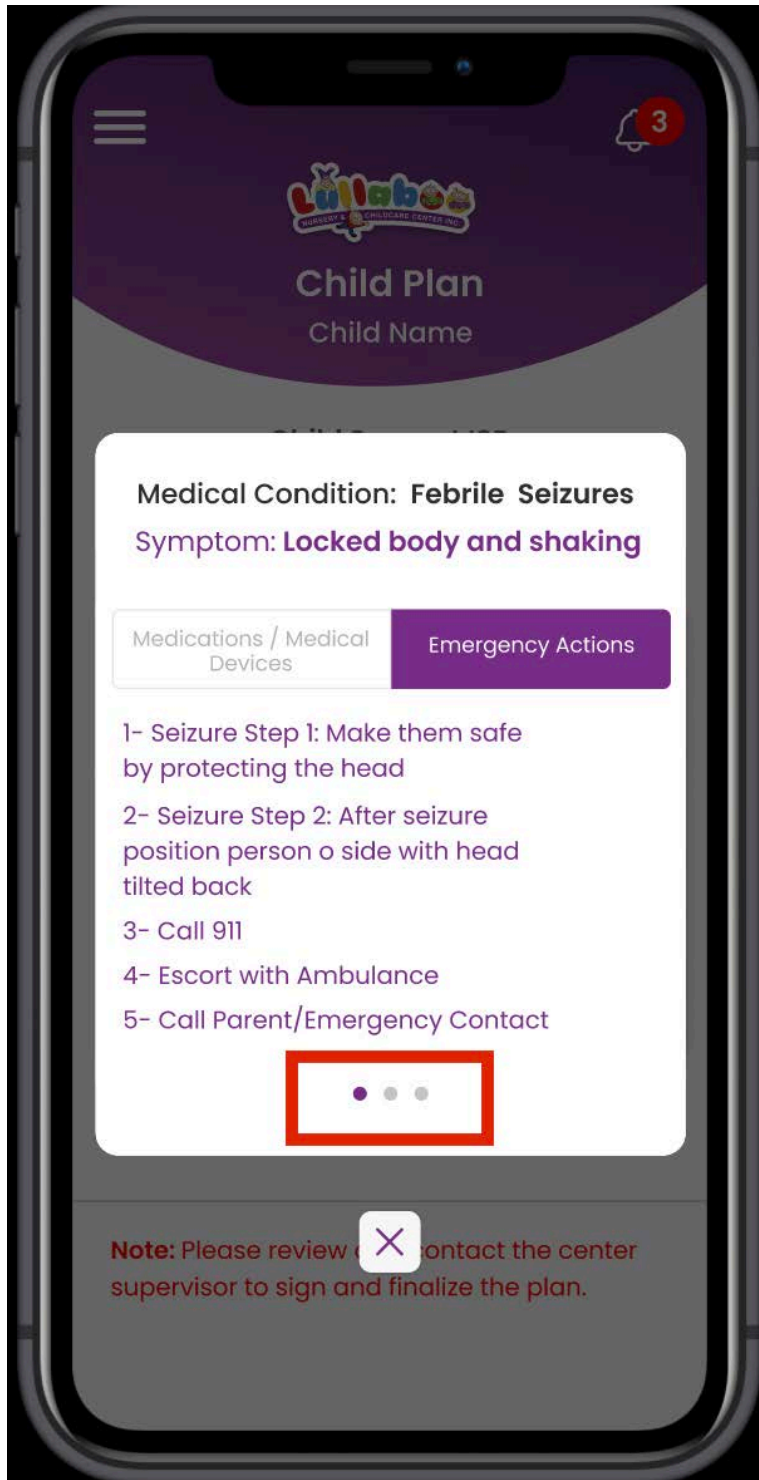
1. The IMP: Individual Medical Plan shows medical conditions and related additional information for your child.



2. Clicking on the red  opens another pop-up where you can see the medications and emergency actions associated with the medical condition.

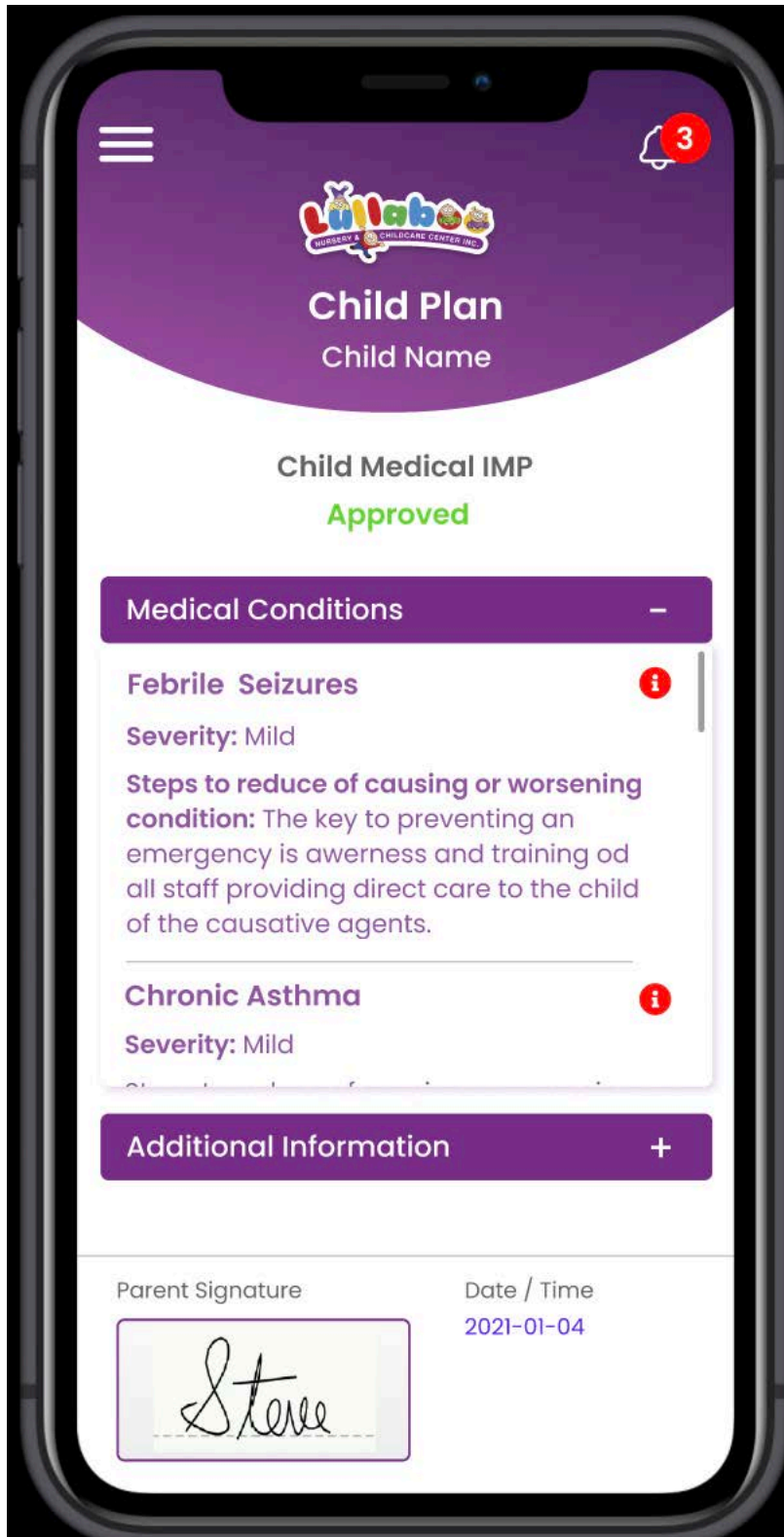


3. You can swipe to the right to see the next medical condition in the list.



Note: Please contact center Supervisor to sign and finalize the draft plan.

4. Once the IMP: Individual Medical Plan is approved, it will appear along with your signature in the mobile app as shown below.



ISP: Individual Support Plan

1. The ISP: Individual Support Plan shows special needs/individual support and related additional information for your child.

The screenshot shows a mobile app interface for 'Lullaboo NURSERY & CHILDCARE CENTER INC.'. The screen is titled 'Child Plan' for a child named 'Everly'. Below this, it says 'Child Support ISP Draft (Pending)'. A section titled 'Special Needs & Individual Support' is expanded, showing details for 'Cerebral palsy' with a severity of 'Mild'. The support provided is described as 'Follow actions of child's ISP as provided by parents and/or Resource Consultant. Provide flexibility in programming by ensuring it is inclusive, age-appropriate, and developmentally appropriate.' The comments section says 'testing'. At the bottom, there is a 'Parent Consent' section with a plus sign to expand it. A note at the very bottom states: 'Note: Please review and contact the center supervisor to sign and finalize the plan.'

No SIM 3:59 PM 54%

Lullaboo
NURSERY & CHILDCARE CENTER INC.

Child Plan
Everly


Child Support ISP
Draft (Pending)

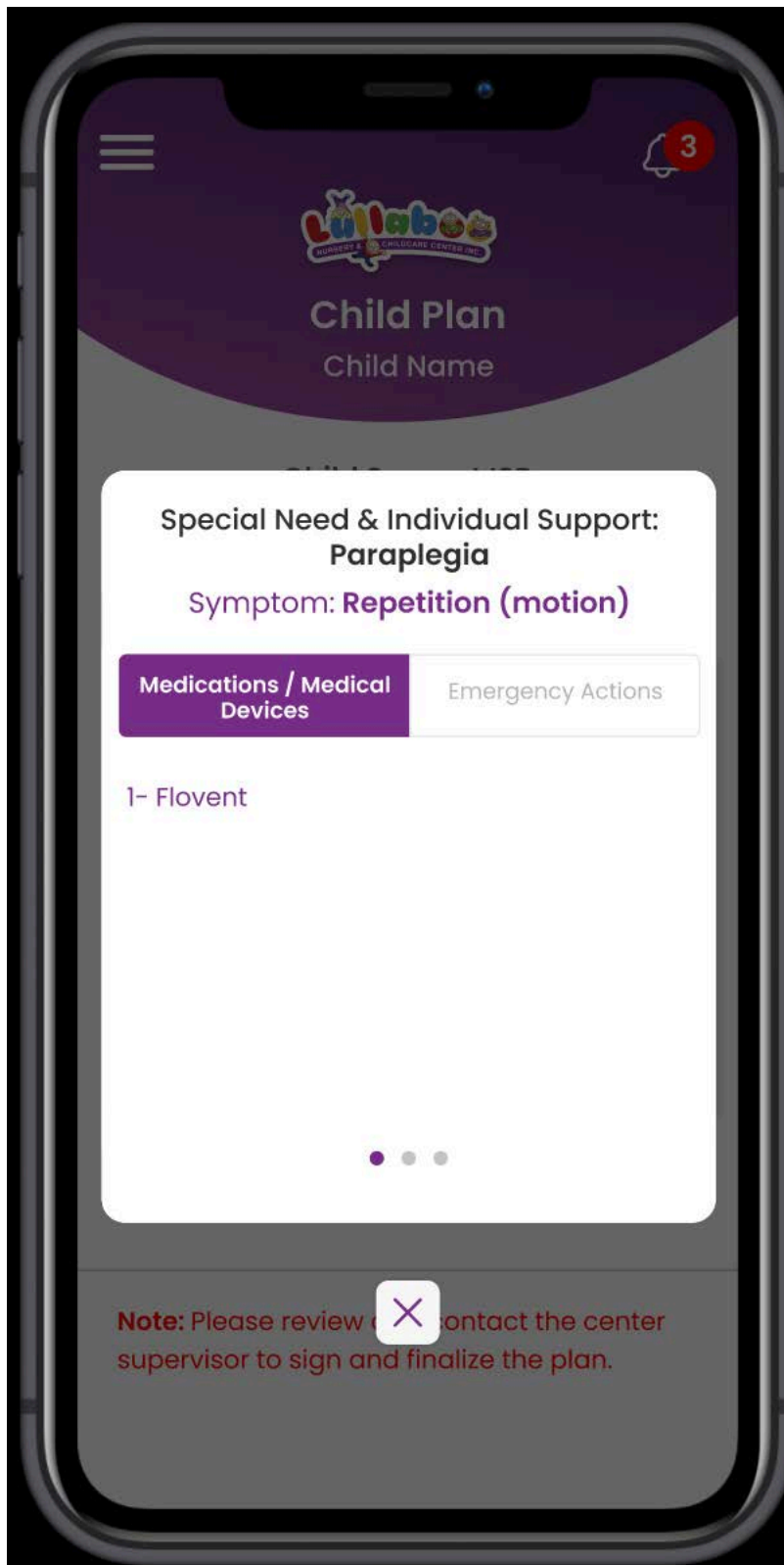
Special Needs & Individual Support —

Cerebral palsy ⓘ
Severity: Mild
Support Provided To Function In A Meaningful And Purposeful Manner: Follow actions of child's ISP as provided by parents and/or Resource Consultant. Provide flexibility in programming by ensuring it is inclusive, age-appropriate, and developmentally appropriate.
Comments: testing

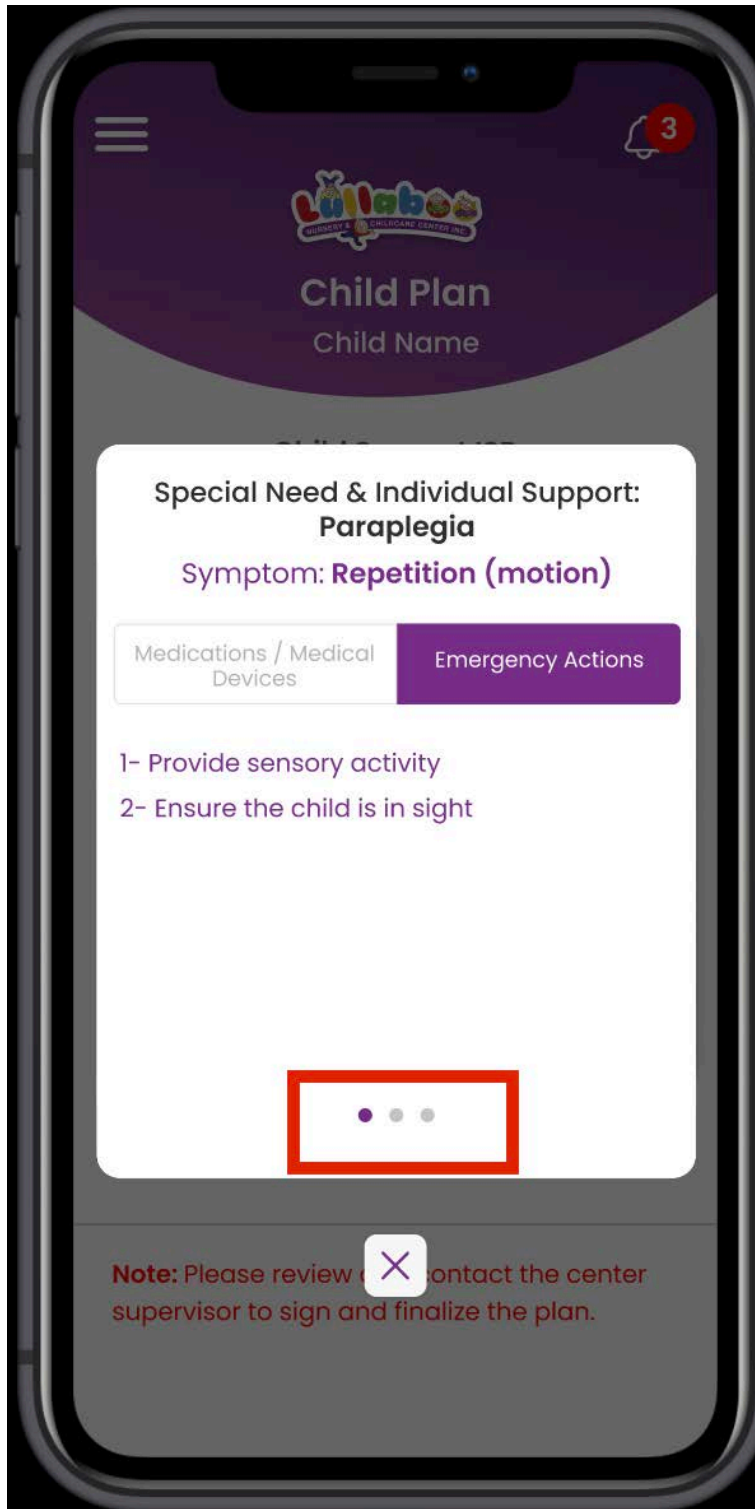
Parent Consent +

Note: Please review and contact the center supervisor to sign and finalize the plan.

2. Clicking on the red  opens another pop-up where you can see the medications and emergency actions associated with the special need.

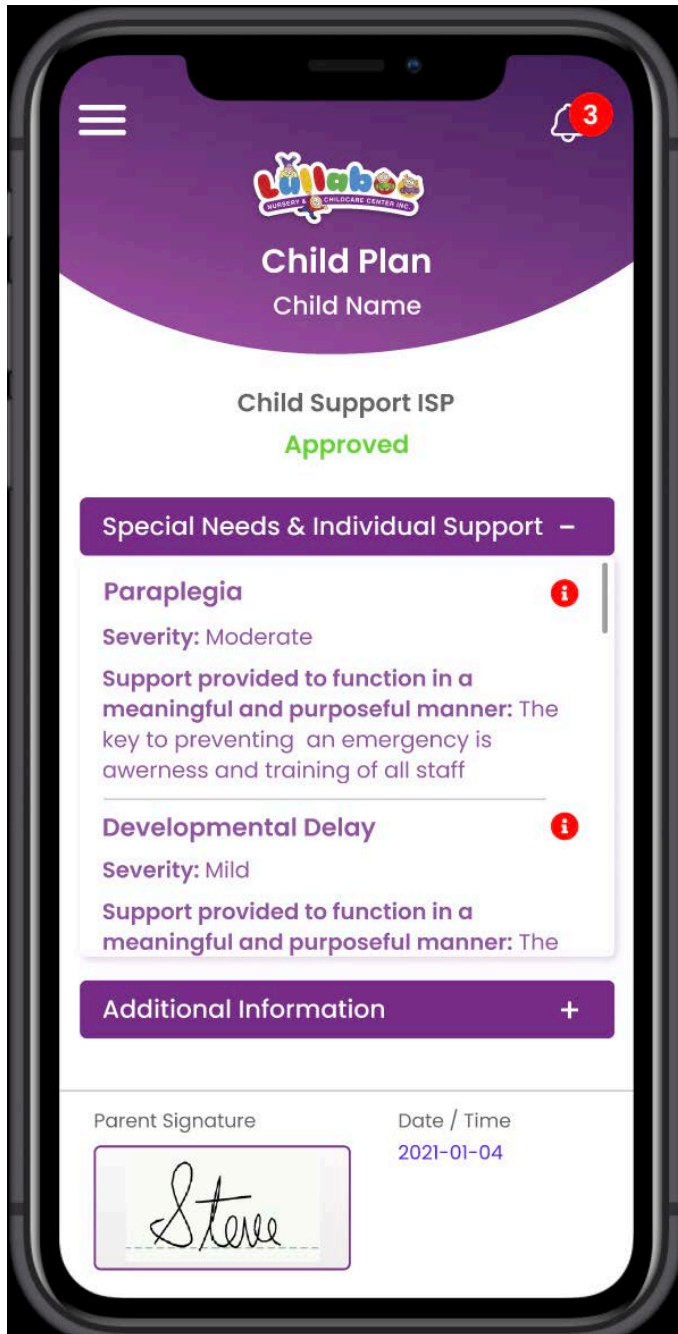


3. You can swipe to the right to see the next special need in the list.



Note: Please contact center Supervisor to sign and finalize the draft plan.

4. Once the ISP: Individual Support Plan is approved, it will appear along with your signature in the mobile app as shown below.



This completes the Child Plans feature.

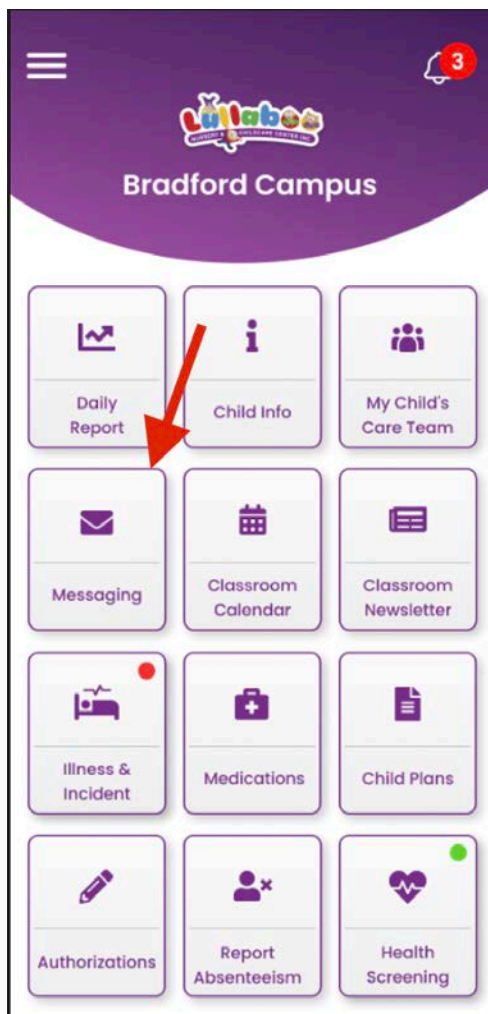
Messaging

The “Messaging” option on the home screen allows parents to send text message to their child’s educators. Any parent who has full access to the child’s profile in our Childcare Management Software is allowed to send and receive messages from the iCareLullaboo mobile app.

Please note that the messaging feature only allows parents to share plain text messages. The educators at Lullaboo Nursery and Childcare Center will respond as per their availability during the center’s working hours.

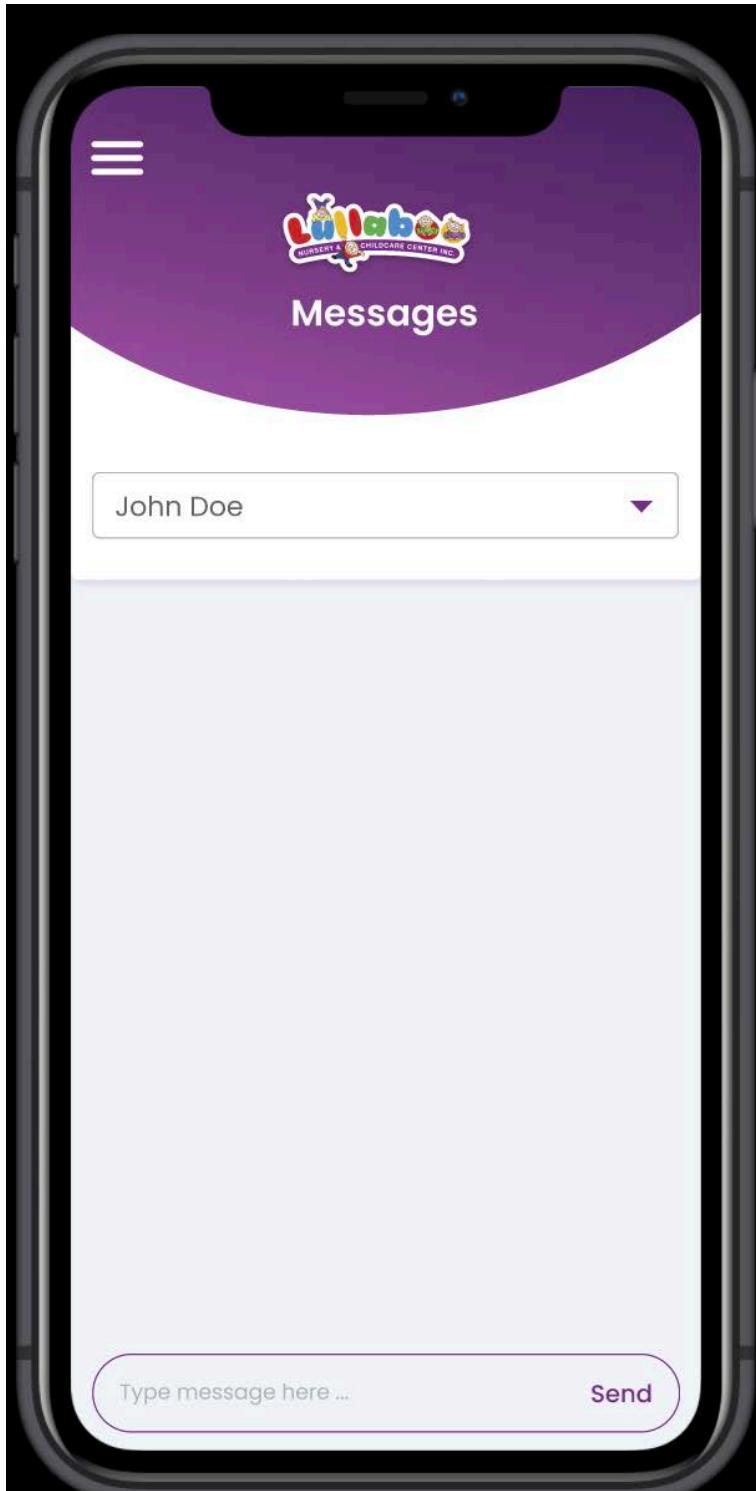
Send Messages

1. To send a message for your child, click on the messaging option.



2. Select the child's name from the list.

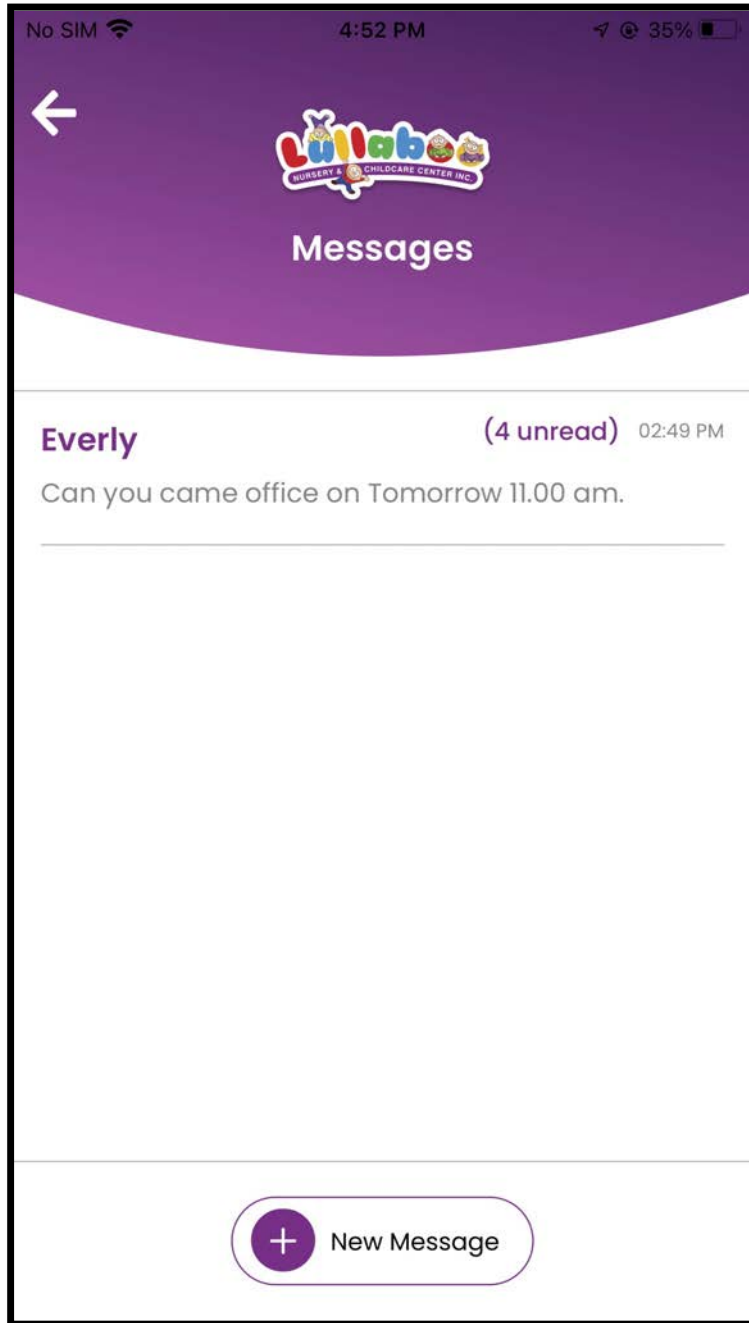
Note: If you face any error on this screen, please sign-out and sign into the app.



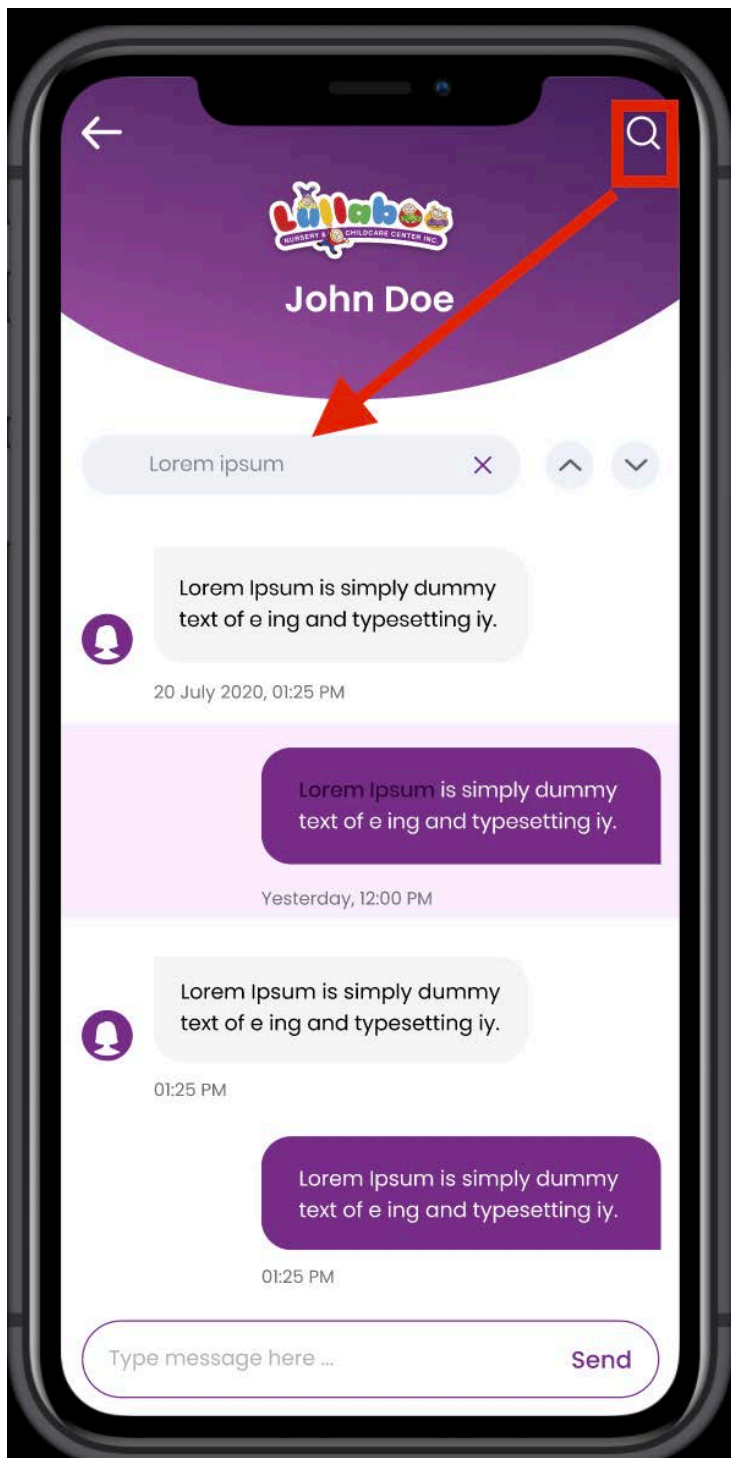
3. Type a message and click on Send button.



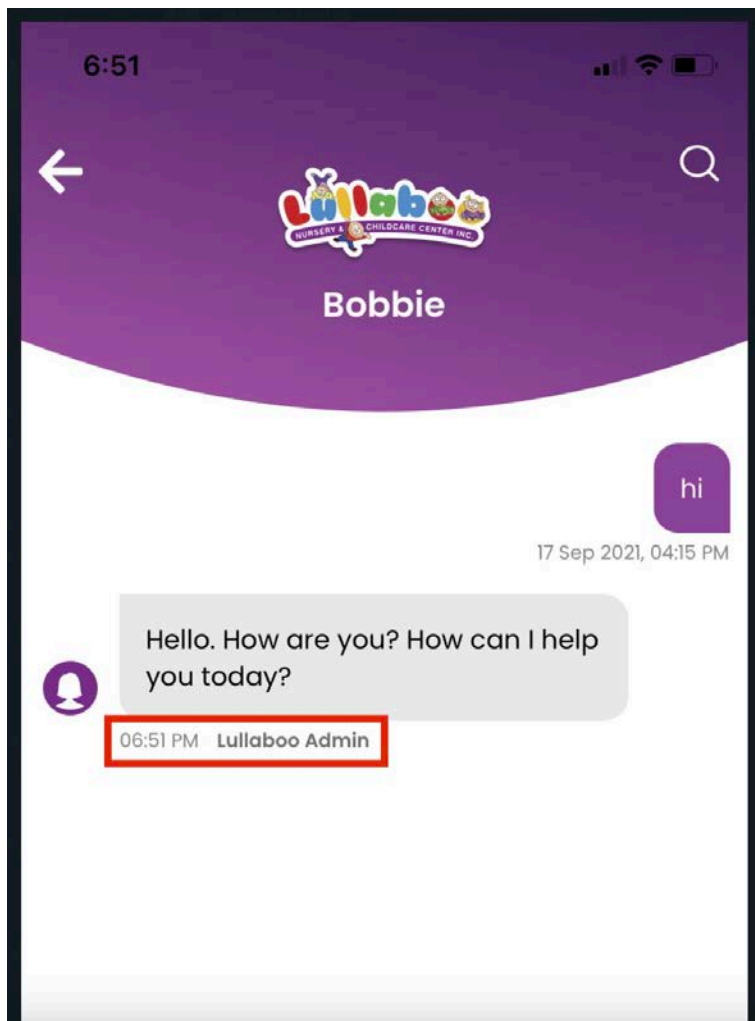
4. Clicking on back button from the above conversation view will take you to the list view as shown below.
5. Please note that the app only maintains one conversation per child. You may open the conversation view from below list screen and start typing the message to respond.
6. The unread message will appear as bold showing the number of unread messages in red.



7. You may perform search inside the conversation view.
8. Clicking on the search option opens the search box. After typing the search text, please click on up arrow and down arrow to search the text in conversation accordingly.



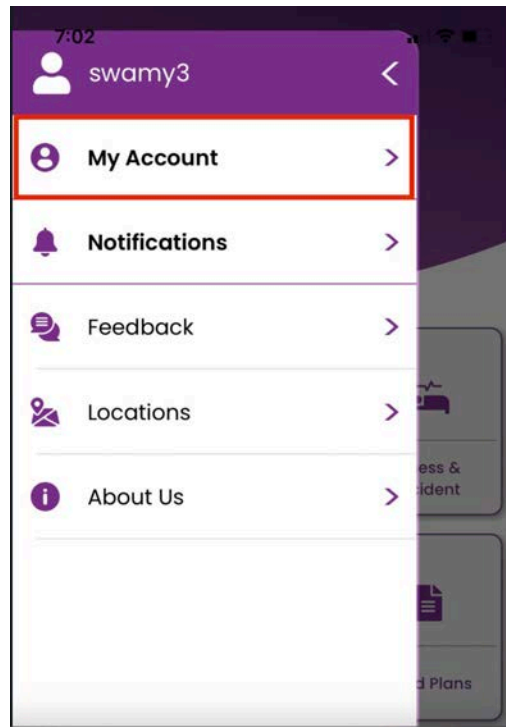
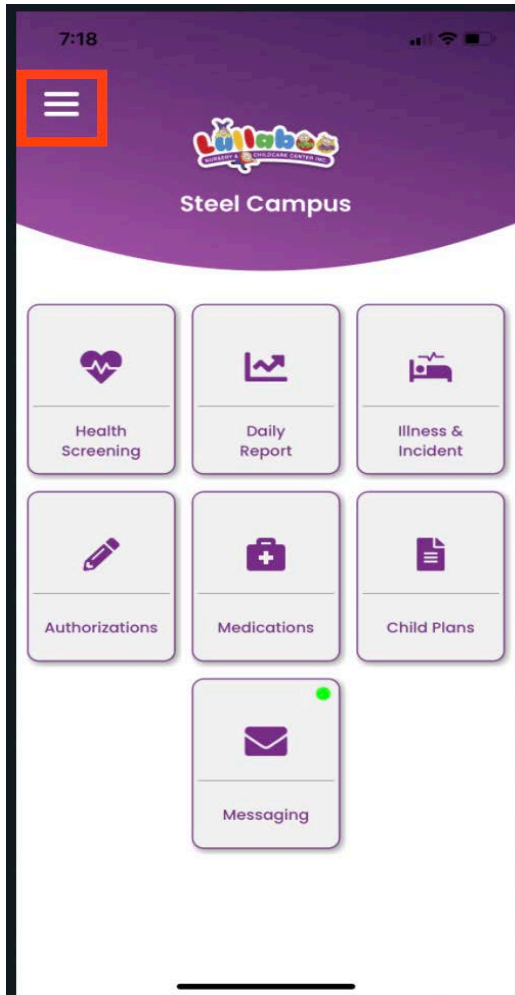
9. The conversation shows educator's name who is responding from our side as highlighted below.



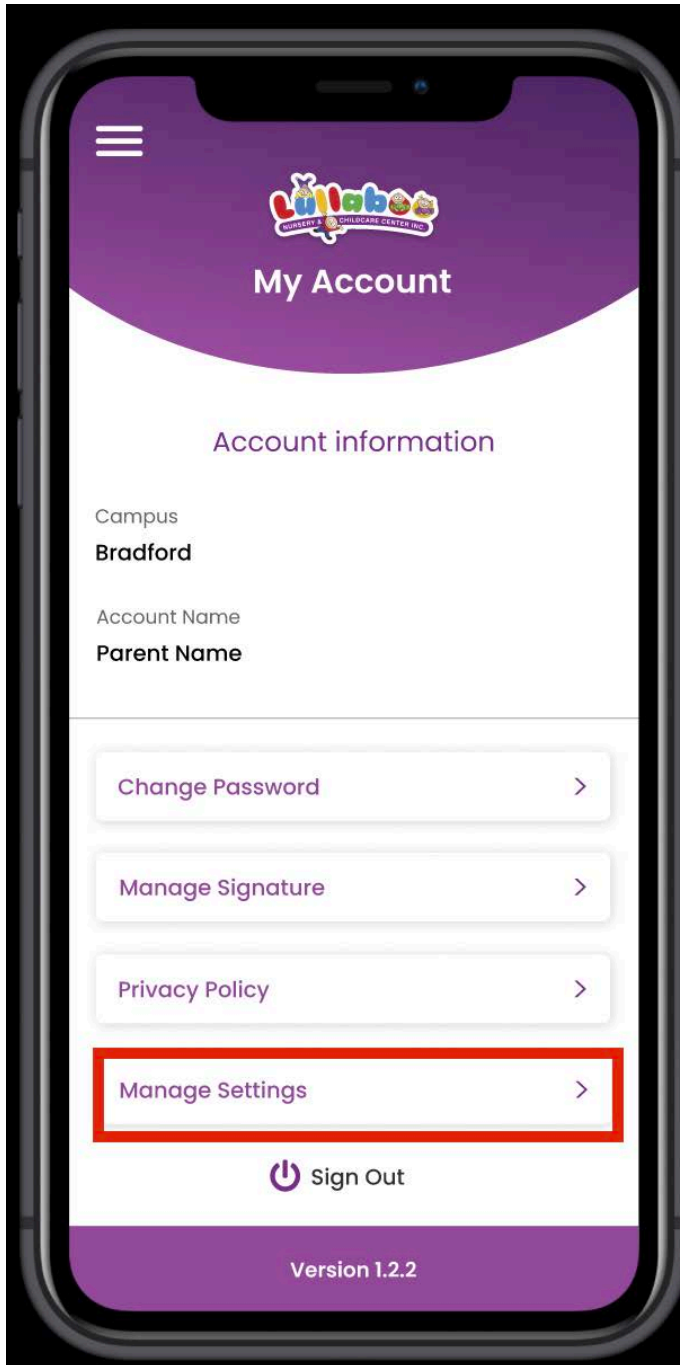
Messaging Notifications

The iCareLullaboo app has a feature to send messaging related notifications on your mobile device. You can set the interval to receive messaging notifications in the app as per your convenience by following below steps.

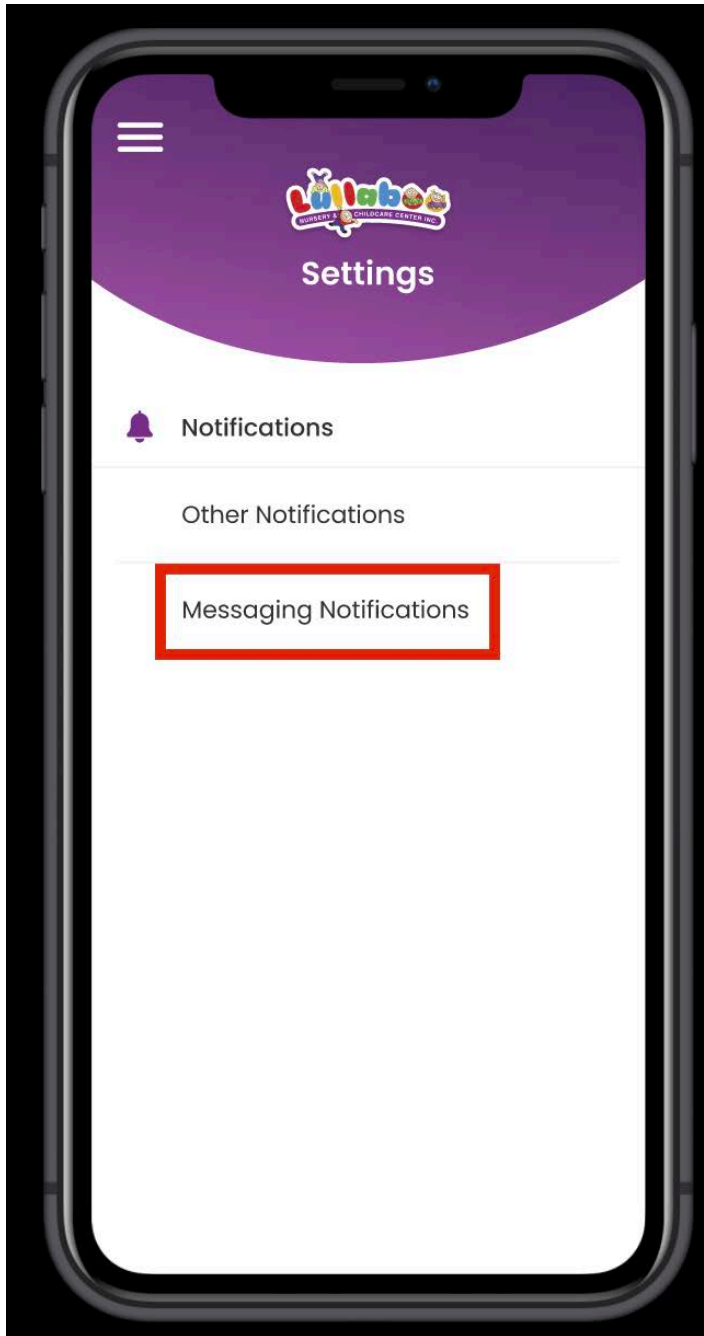
1. On the home screen, click the hamburger menu.
2. Select "My Account" option.



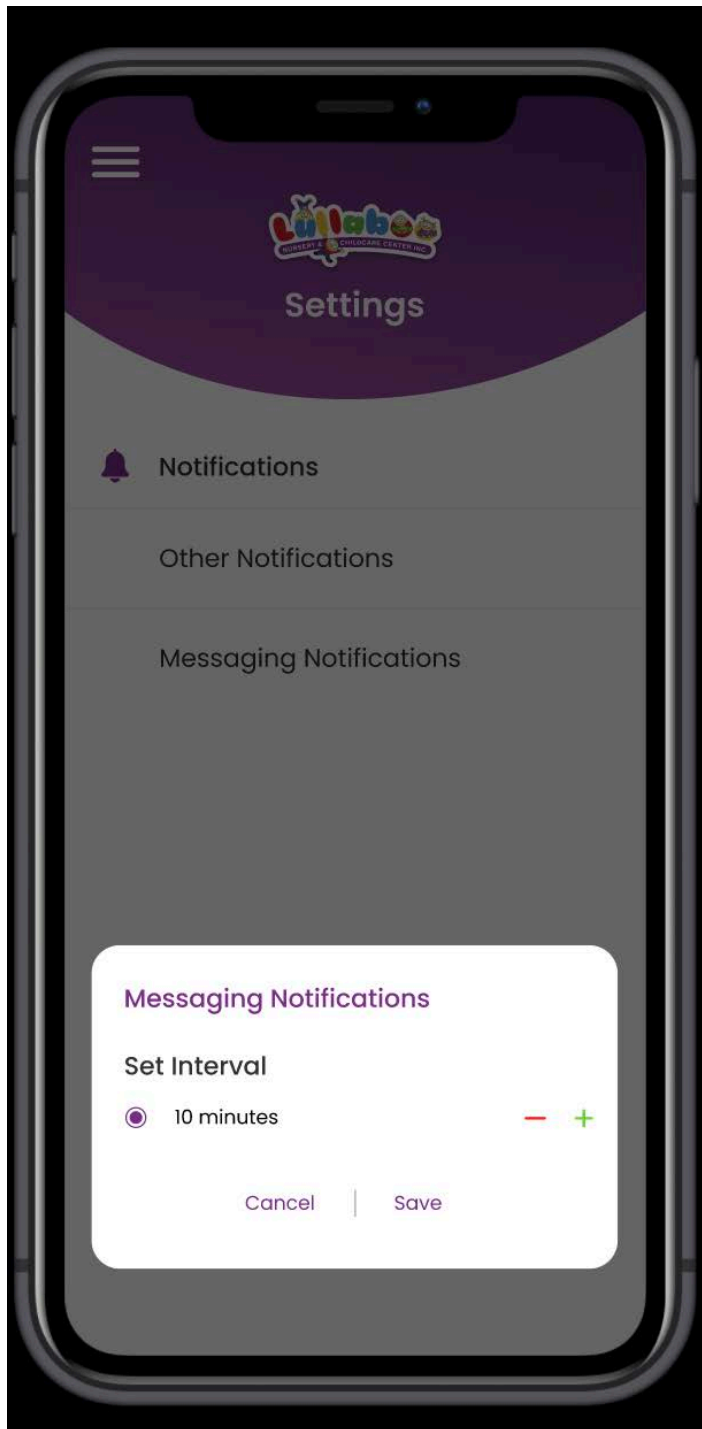
3. Select the "Manage Settings" option.



4. Select the "Messaging Notifications" option.

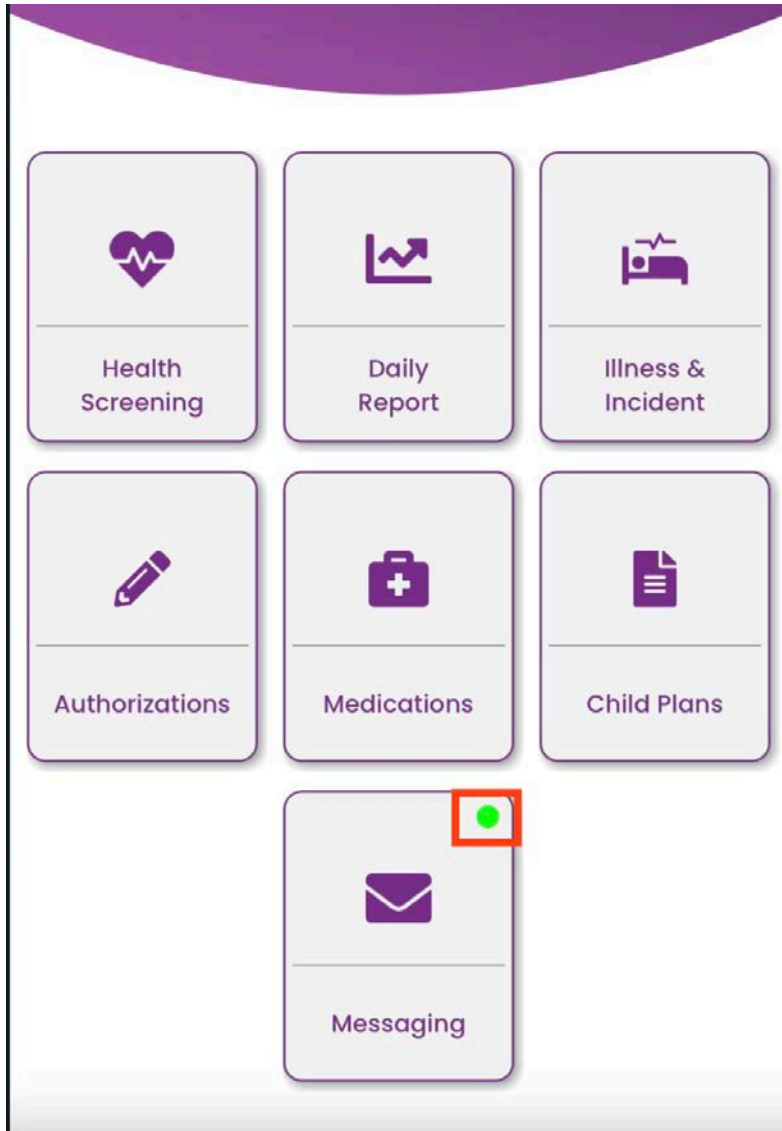


5. Set the interval by clicking on **+** or **-** options as shown below.

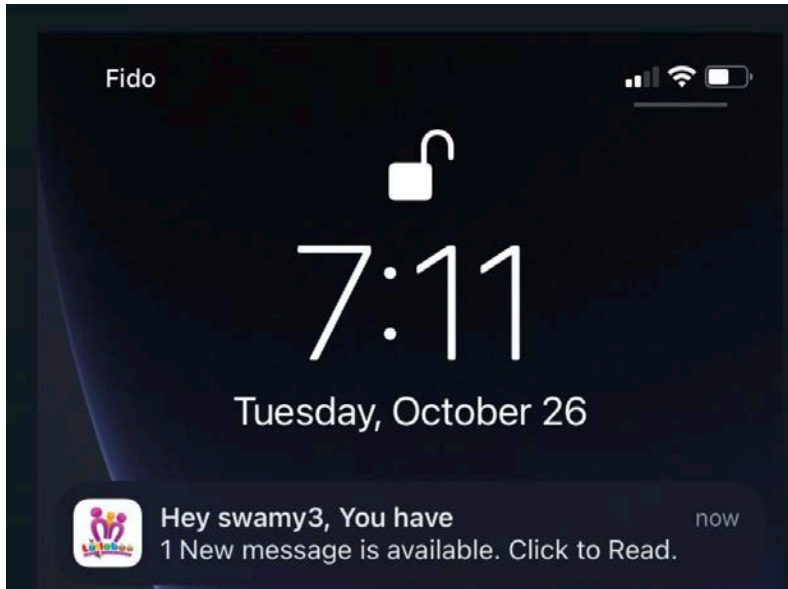


There are different ways through which the iCareLullaboo app notifies user about any new message.

1. As shown below, the green dot on the messaging option on home screen shows that there is a new unread message available.



2. Users will also receive notifications on their mobile phone notifications bar about any new message.
3. Please note that the iCareLullaboo app needs to run in background in order to receive these notifications. Closing the app completely down won't show these notifications.
4. Clicking on below notification will take you to the messaging section of the app.



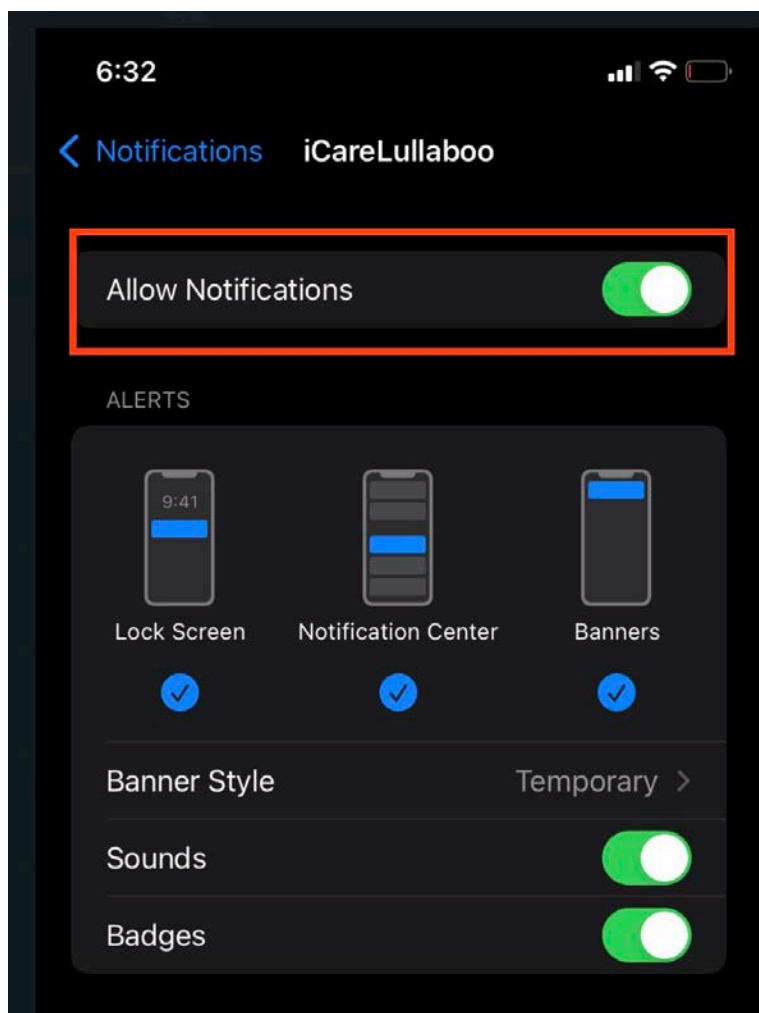
Note: In order to receive any notifications from iCareLullaboo app, the app must have sufficient permissions on the mobile device. You can check the permissions for iCareLullaboo app in your phone's settings section and allow the settings to send notifications.

This completes the messaging feature.

Notifications

The “Notifications” option under the hamburger menu on the home screen notifies parents about the latest updates on their child’s profile. Any parent who has full access to the child’s profile in our Childcare Management Software will get notifications about different updates available for their child’s profile.

In order to receive notifications from iCareLullaboo app on your mobile phone, the app must have sufficient permissions on the mobile device. You can check the permissions for iCareLullaboo app in your phone’s settings section and allow the settings to send notifications.

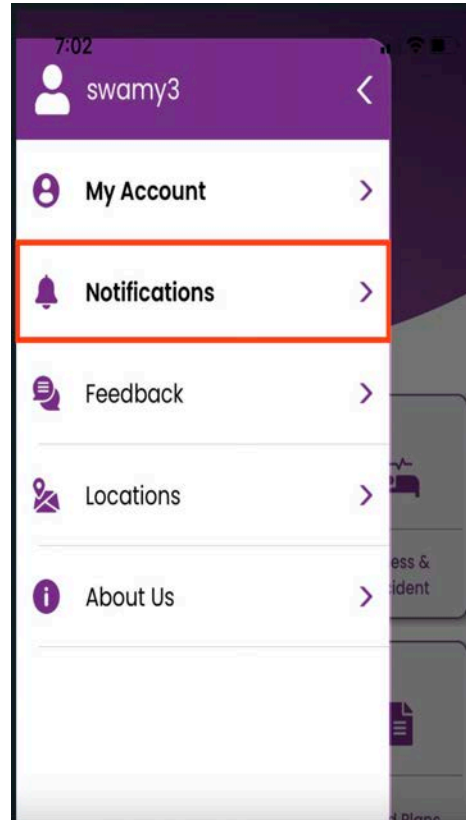
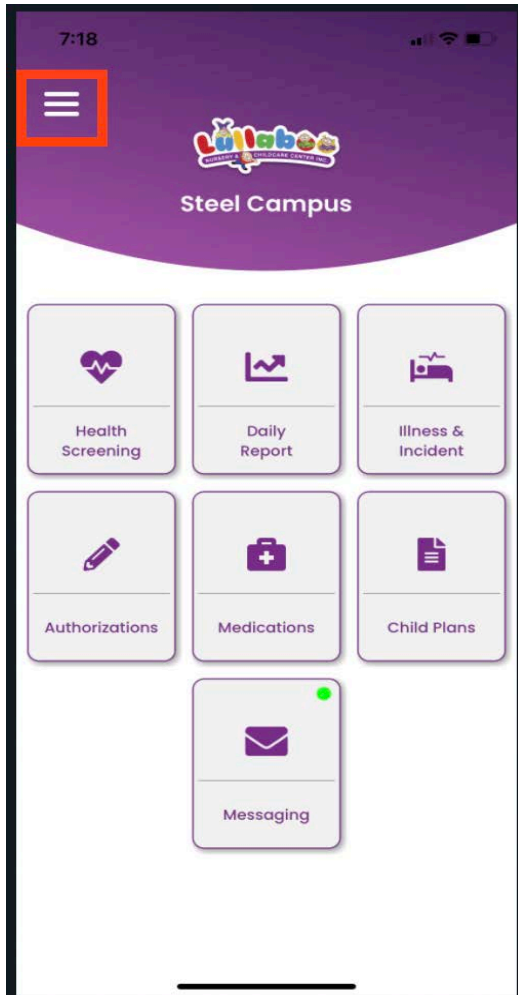


Note: The above screenshot is taken from an iPhone. The notification setting may appear differently depending the type of the mobile device. Please check your mobile device specifications for more details on how to allow any app to send notifications.

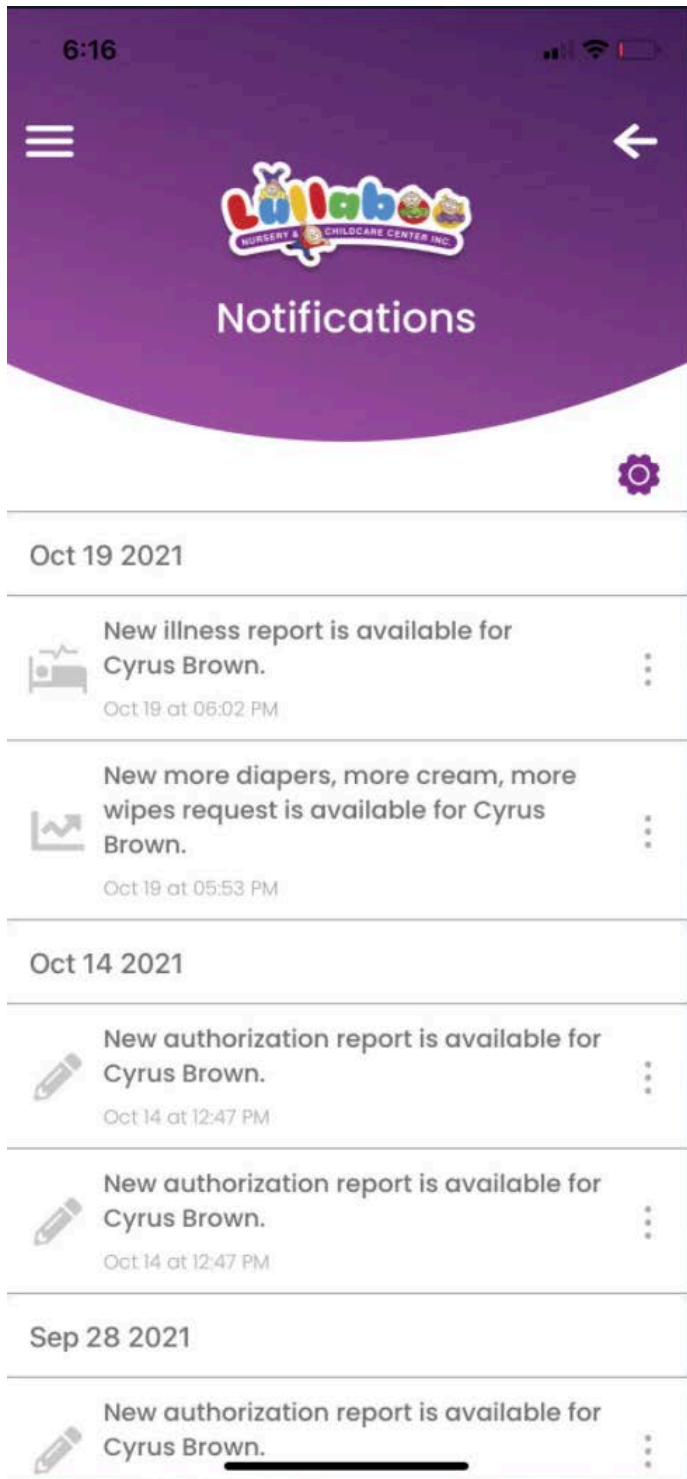
1. The notifications **bell icon** on the home screen shows the number of new notifications for the user. Clicking on the bell icon will show the pending notifications in a list view.



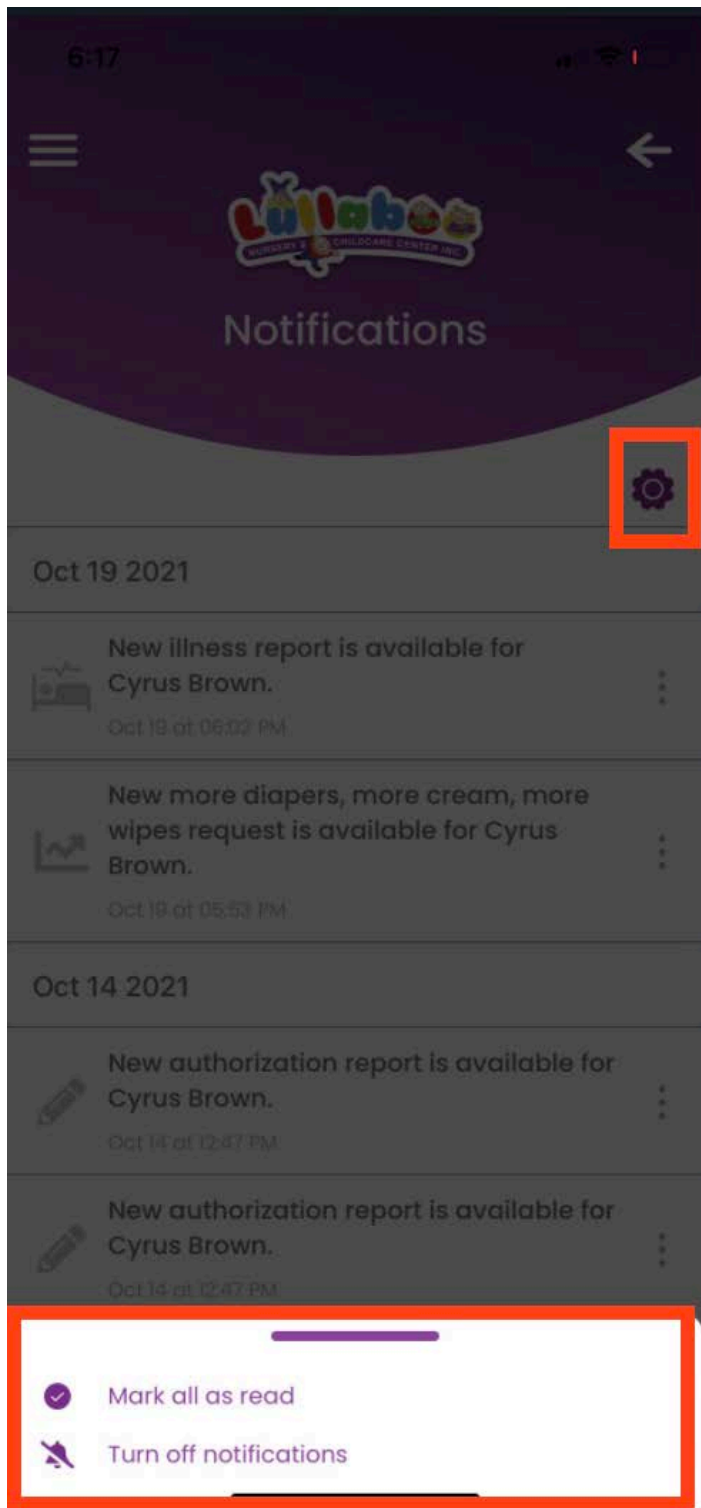
- Users can also see the notifications by clicking on the hamburger menu > Notifications option present on the home screen.



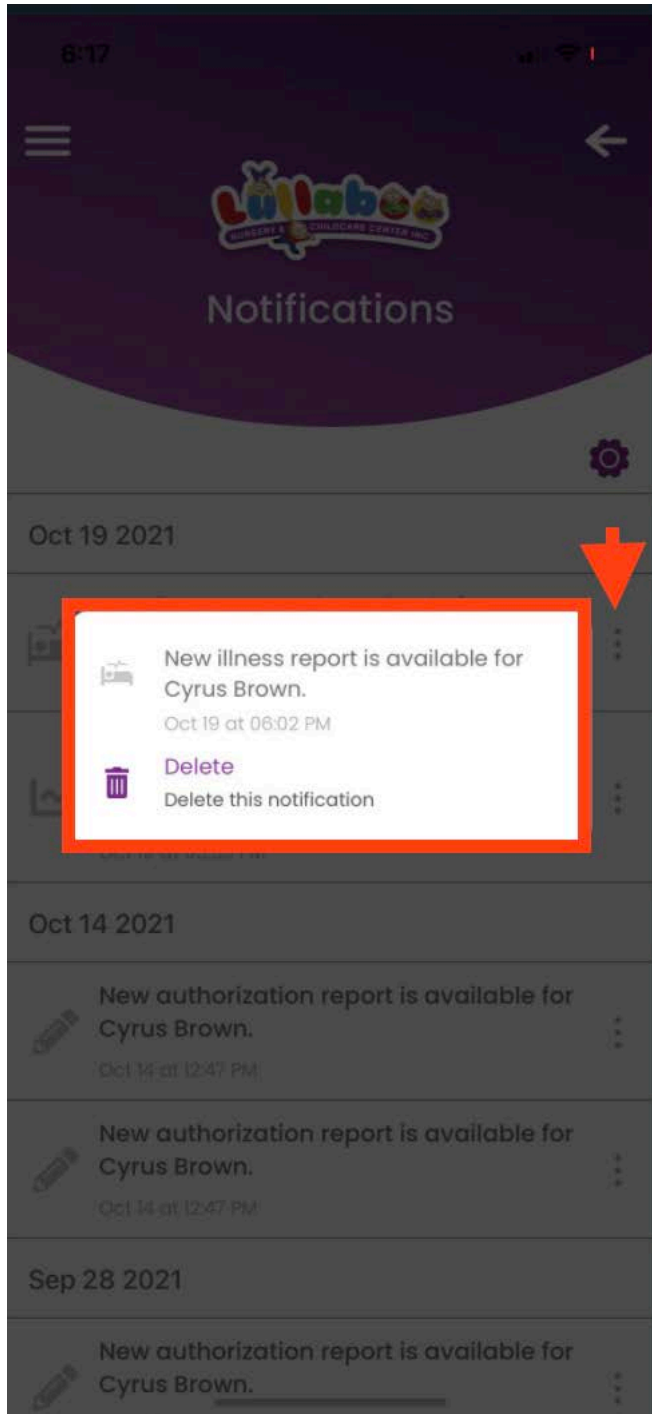
3. Clicking on any notification will show the notification on a detailed screen view. Further actions can be taken on the notification from the detailed view.



- Users can turn off or mark all notifications as read by clicking on the gear icon and selecting the desired option as shown below.



5. To delete any notification, please click on the three dots and select delete this notification option as shown below.



This completes the notifications feature.

My Child's Care Team

The "My Child's Care Team" option on the home screen allows parents to see the biographies for the Lullaboo staff. Any parent who has full access to the child's profile in our Childcare Management Software will be able to view the biography and the staff's contact information.

The My Child's Care Team screen is divided into the following three sections showing the details of our staff as per their Job Title.

Section 1: Educator Biographies

- Early Childhood Educator
- Early Childhood Assistant
- Early Childhood Specialist

Note: Educator Biographies section only shows the bios for the staff who are assigned to your child's classroom.

Section 2: Center Support Staff Biographies

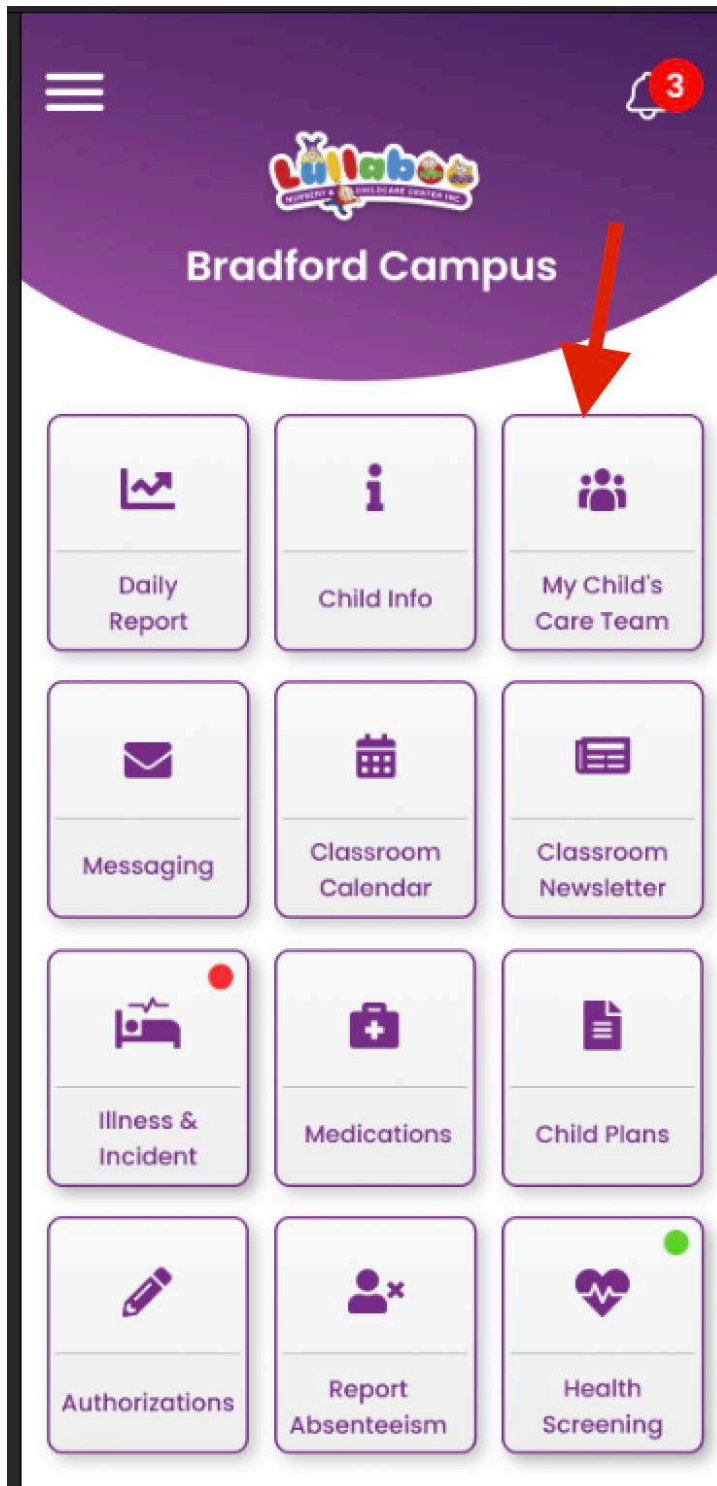
- Chef
- Custodian

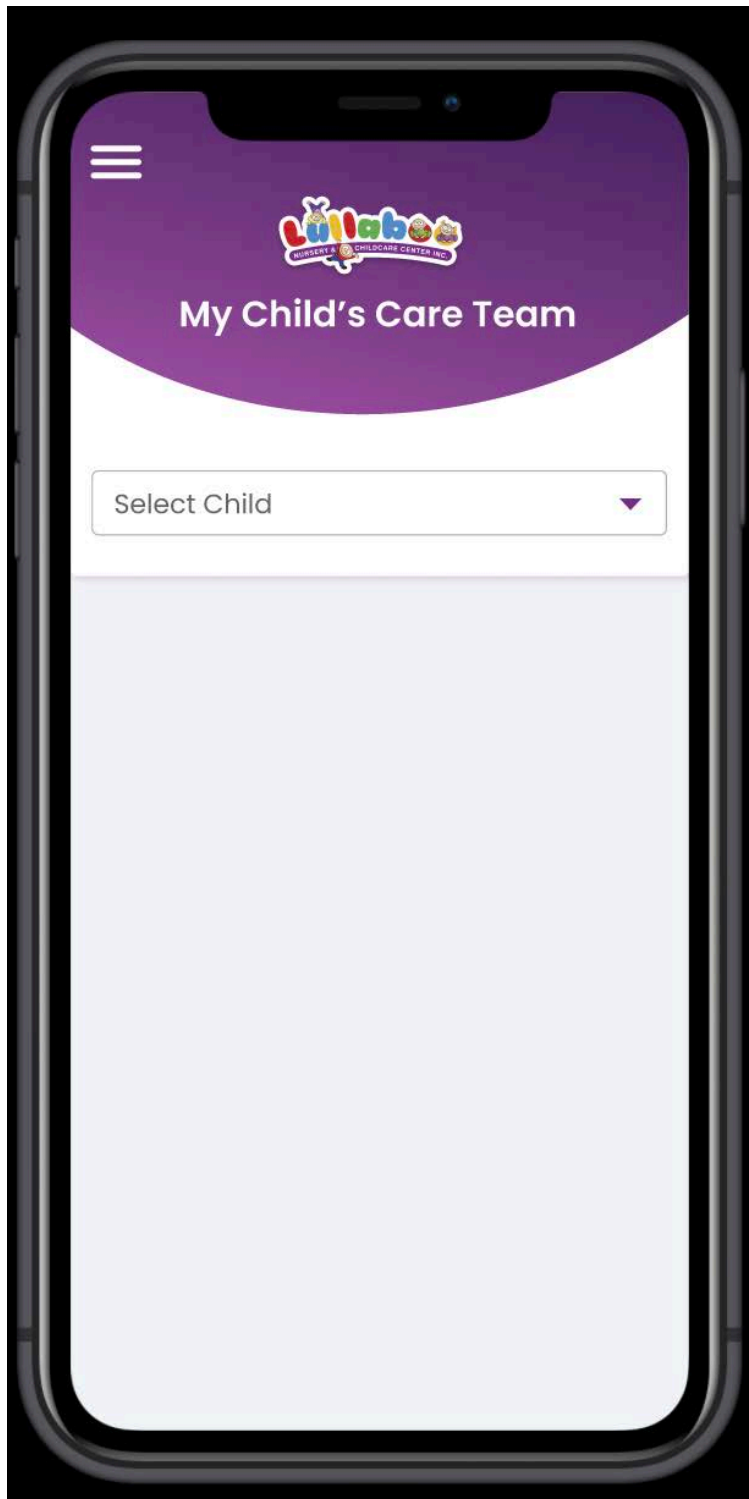
Section 3: Office Management Staff Biographies

- Supervisor
- District Manager
- Program Coordinator

The detailed steps to view staff biographies are explained below:

1. Click on the "My Child's Care Team" option present on the iCare Lullaboo app's home screen.

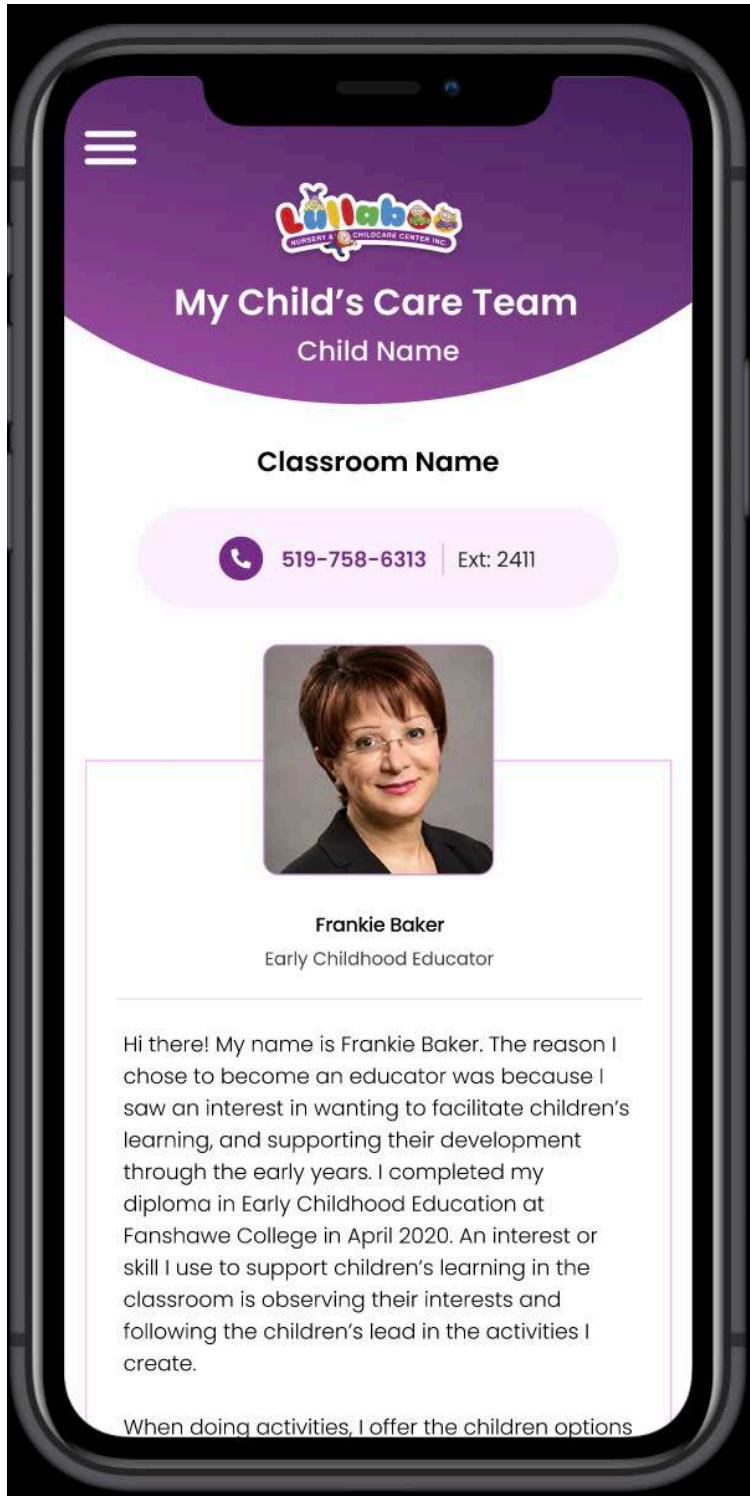




2. Select the child name to view the child's care team. The child name will be auto-selected if you have only one child registered with us.



3. Click the staff name to read their biography and contact information.



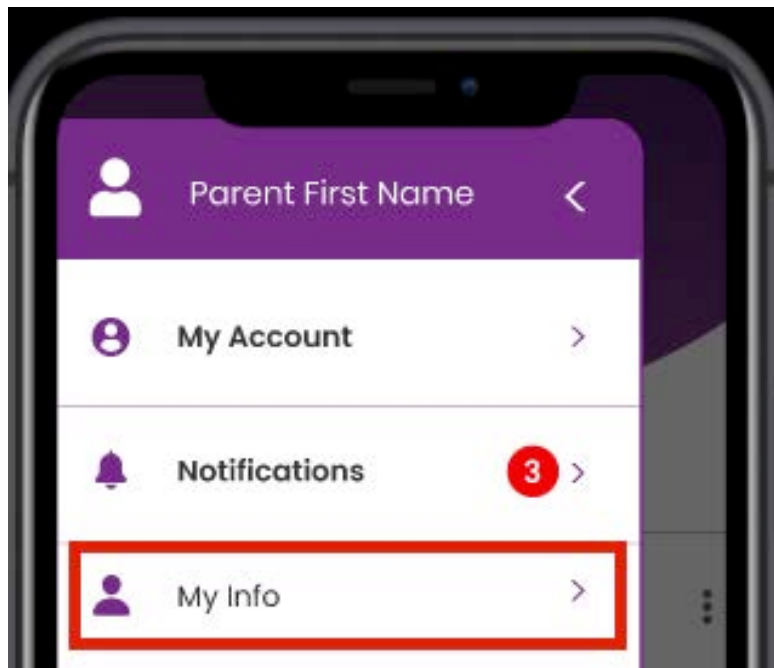
This completes the My Child's Care Team feature.

My Info

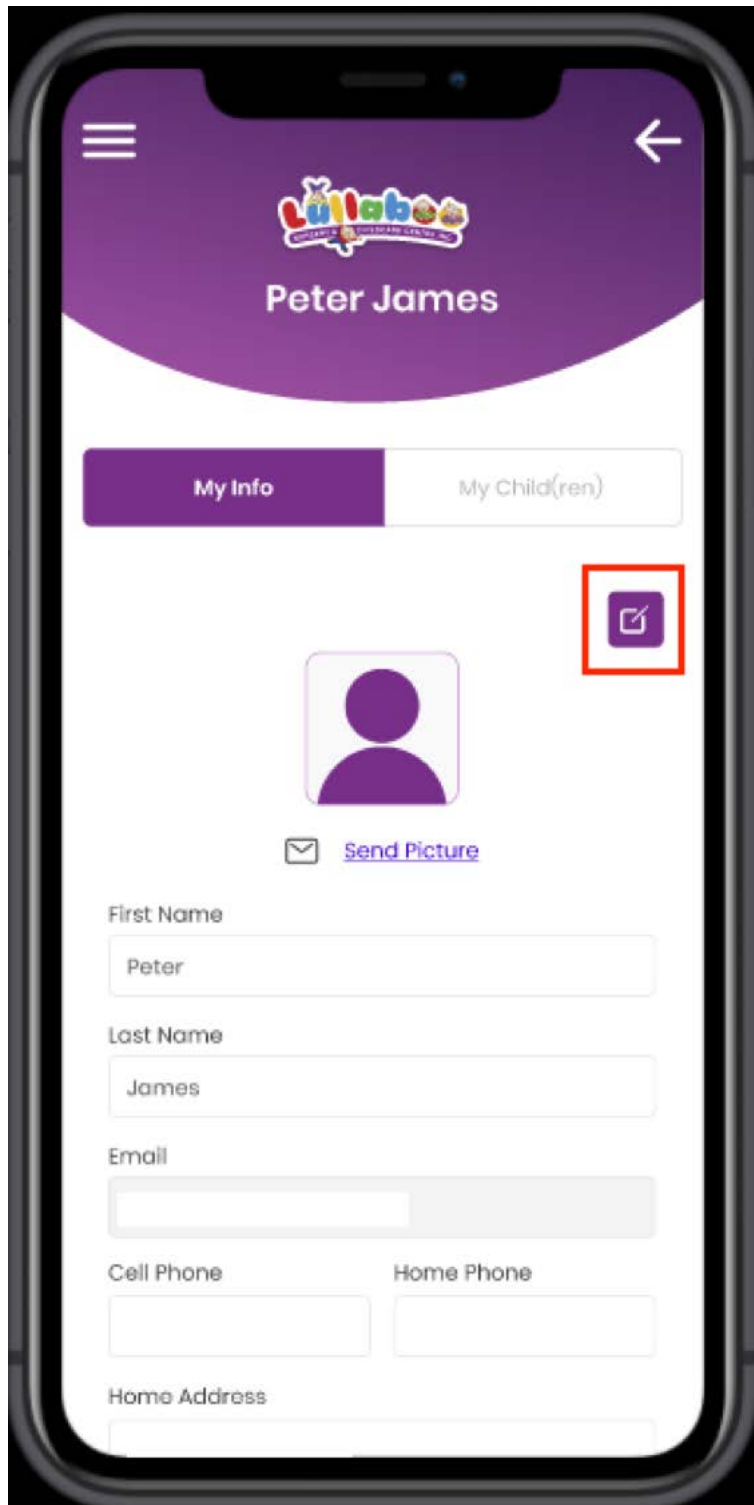
The “My Info” option on the hamburger menu allows parents to **View** and **Edit (optional)** the basic information for their registered account with Lullaboo. Any parent who has an active account in our Childcare Management Software will be able to view their basic demographic information in the mobile app.

Note: Due to the privacy and security reasons, the edit option is only available for some of our locations.

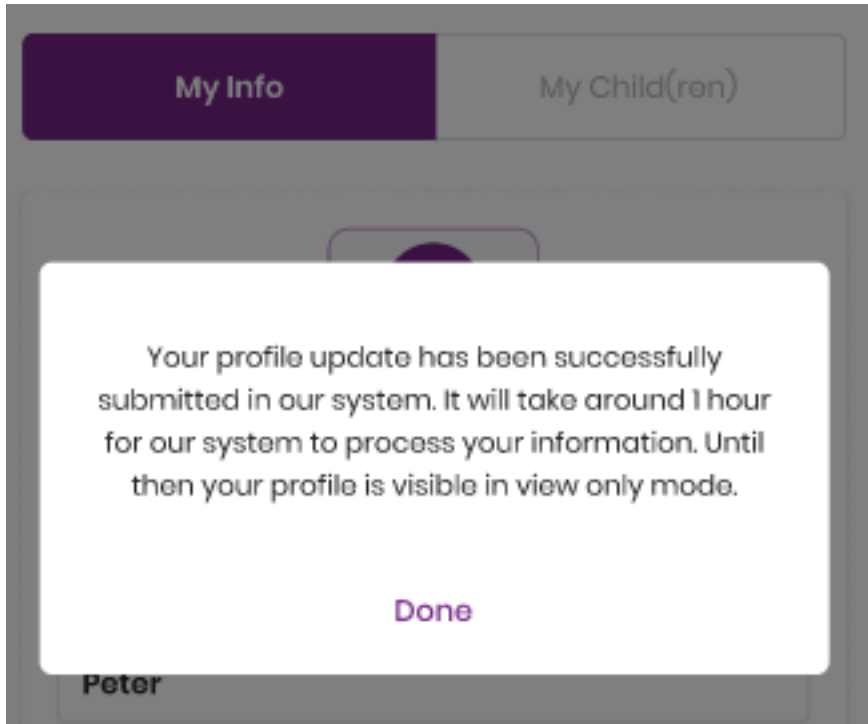
1. To access your profile info in the app, click the Hamburger menu option.



2. This will open the My Info screen as shown below.
3. You will see the edit icon if you have access to edit the information.



4. The app will show you the following confirmation message once you submit the updated information.



5. Please note that our system can take up to 1 hour to process your submitted information, until then you cannot make any changes to your profile on My Info tab.
6. You can now directly email your profile picture to our center by clicking on the Send Picture option.
7. Clicking on Send Picture opens the default email app on your phone and allows you to attach and send your latest profile picture to us.



8. The My Child(ren) tab shows the basic details of the child(ren) linked with your registered account.
9. You cannot make any updates to the information as the My Child(ren) tab is available in view-only mode.



Note: Please contact the center supervisor if you have registered child(ren) with us, but they do not show on the app.

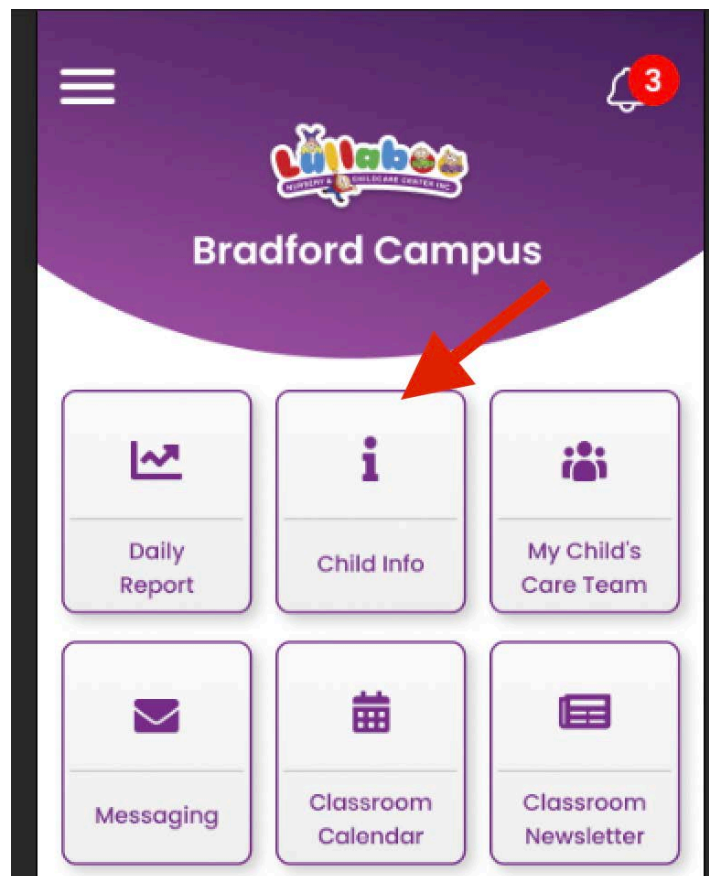
This completes the My Info feature.

Child Info

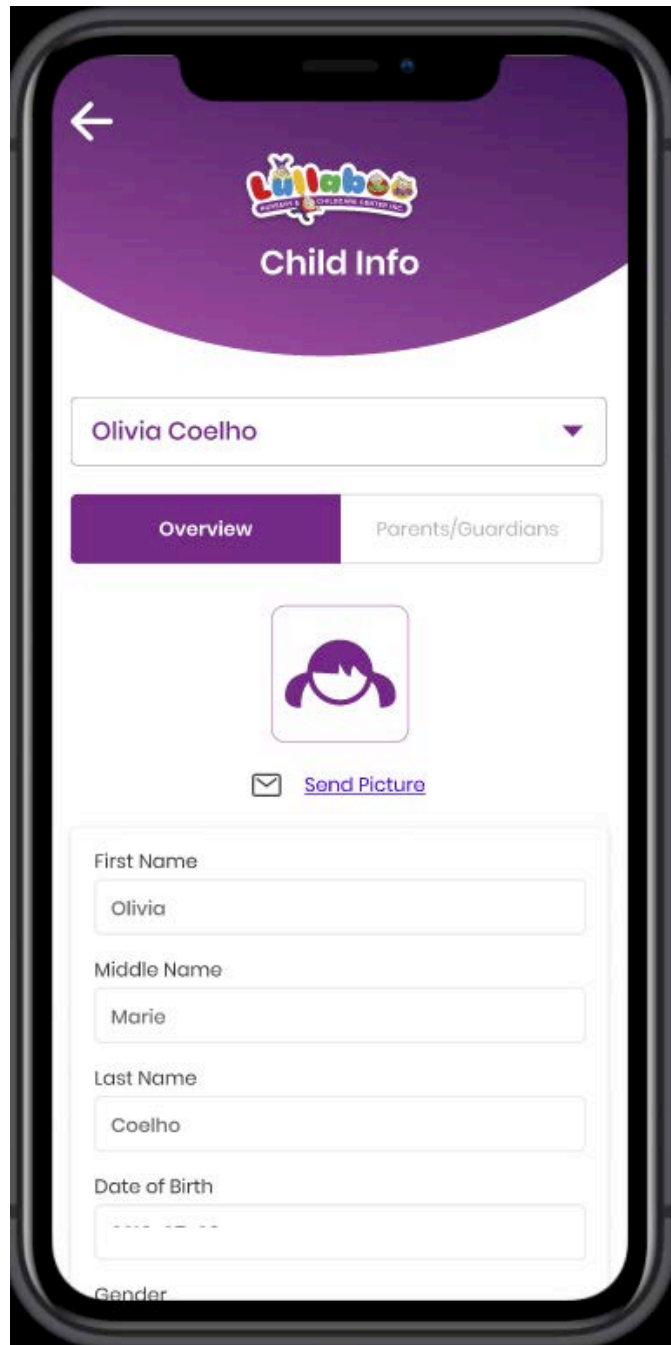
The “Child Info” option on the home screen allows parents to **View** the basic information for their registered child(ren). Any parent who has full access to their child’s profile in our Childcare Management Software will be able to view the child(ren)’s info on the app.

Note: Due to privacy and security reasons, the edit option is not available for this feature.

1. To access your child’s info on the app, click the “Child Info” icon present on the home screen.



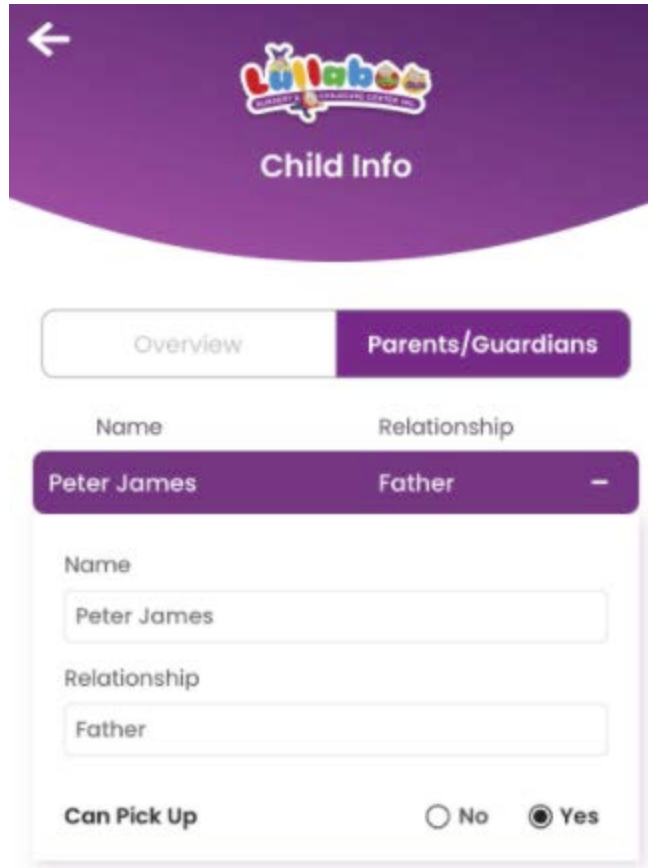
2. Select the child name to view the child's information. The child name will be auto-selected if you have only one child registered with us.



The screenshot shows a mobile app interface for "Child Info". At the top, there is a purple header with a back arrow on the left and the "lullaboo" logo in the center. Below the header, the title "Child Info" is displayed. A dropdown menu shows "Olivia Coelho" as the selected child. Below this, there are two tabs: "Overview" (which is active and highlighted in purple) and "Parents/Guardians". Under the "Overview" tab, there is a placeholder icon for a child's photo. Below the icon is a checkbox and a link that says "Send Picture". Further down, there are four text input fields for "First Name" (containing "Olivia"), "Middle Name" (containing "Marie"), "Last Name" (containing "Coelho"), and "Date of Birth" (with a date picker icon). At the bottom, the "Gender" label is partially visible.

Note: Please contact the center supervisor to update your child's information.

3. The Parents/Guardians tab shows the parents/guardians linked with your child's profile.



The screenshot shows the Lullaboo app interface. At the top is a purple header with a back arrow, the Lullaboo logo, and the text "Child Info". Below the header are two tabs: "Overview" and "Parents/Guardians". The "Parents/Guardians" tab is active, displaying a table with one entry: "Peter James" as the "Father". Below the table is a form with fields for "Name" (containing "Peter James") and "Relationship" (containing "Father"). At the bottom of the form is a "Can Pick Up" section with radio buttons for "No" and "Yes", where "Yes" is selected.

10. You can now directly email your child's profile picture to our center by clicking on the Send Picture option.
11. Clicking on the Send Picture option opens the default email app on your phone and allows you to attach and send your child's latest profile picture to us.

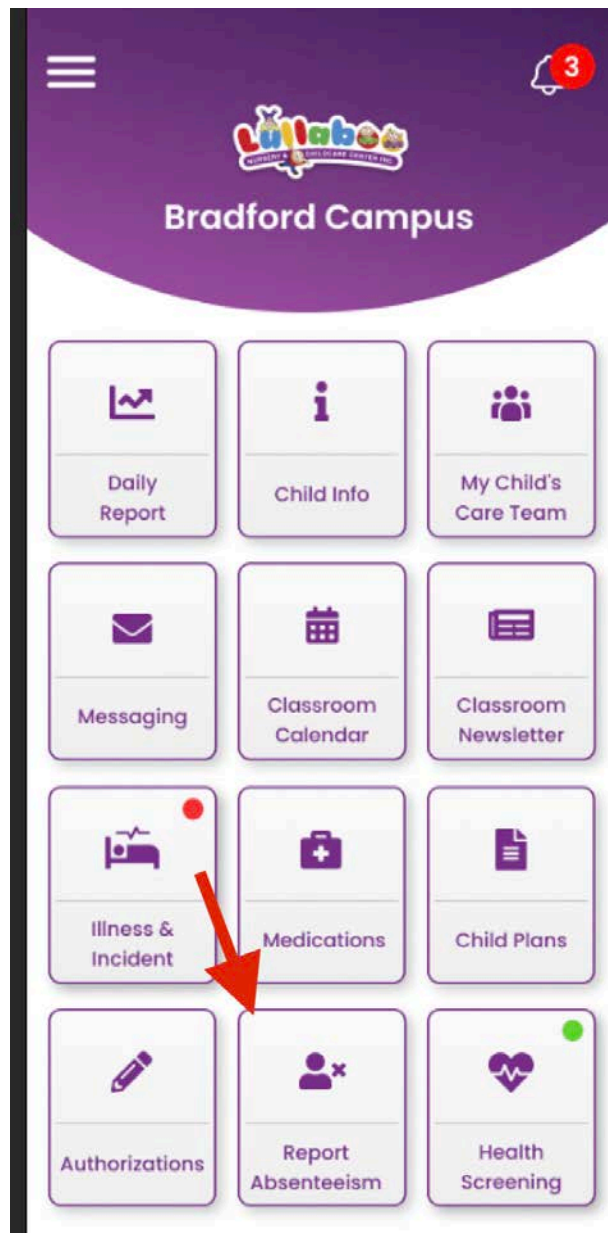


This completes the Child Info feature.

Report Absenteeism

The “Report Absenteeism” option on the home screen allows parents to **submit** the absence request for their registered child(ren). Any parent who has full access to their child’s profile in our Childcare Management Software will be able to submit the absence request from the app.

1. Click the “Report Absenteeism” option on the home screen.



2. All the following options are required to submit the absence request. Please make sure you have the right child and the dates selected before submitting the request.

The screenshot shows a mobile application interface for reporting absenteeism. At the top, there is a purple header with a white back arrow on the left and the Lullaboo logo in the center. Below the logo, the title "Report Absenteeism" is displayed in white. The main content area has a white background with a purple instruction: "Please select the start date, end date and reason." Below this, there are four input fields: "Select Child" with a dropdown arrow, "Select start date" with a calendar icon, "Select end date" with a calendar icon, and "Select Reason" with a dropdown arrow. The "Select Reason" dropdown is open, showing three options: "Vacation", "Sick", and "Absent". At the bottom of the form, there are two buttons: a white button with a purple border labeled "< Back" and a solid purple button labeled "Submit >".

3. The following confirmation will appear once the absence request is submitted successfully.

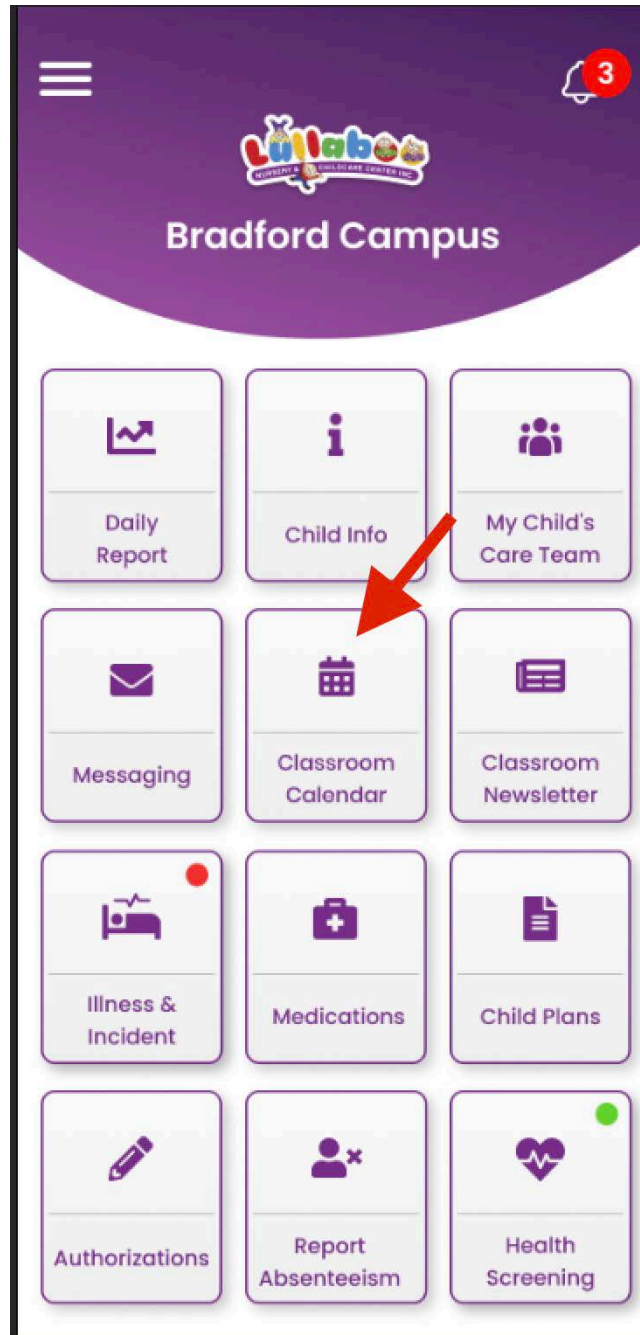
The screenshot shows a mobile app interface for reporting absenteeism. At the top, there is a purple header with the Lullaboo logo and the title 'Report Absenteeism'. Below the header, a message says 'Please select the start date, end date and reason.' There are four input fields: a dropdown menu for the child's name (showing a grey box), a date field for the start date (29 Oct, 2022), a date field for the end date (29 Oct, 2022), and a dropdown menu for the reason (Vacation). At the bottom, there are two buttons: '< Back' and 'Submit >'. Below the buttons, a confirmation message is displayed in a white box with a red border: 'The absence report for [child's name] has been submitted successfully.'

Note: Please contact the center supervisor to in case you face any issues while reporting your child's absence from the app.

This completes the Report Absenteeism feature.

Classroom Calendar

The “Classroom Calendar” option on the home screen allows parents to **View** the monthly calendar for their registered child(ren). Any parent who has full access to their child’s profile in our Childcare Management Software will be able to view calendar on the app.



4. Clicking on “Classroom Calendar” will show you the following selection screen. Please select the child from the list. The current month and the year will be automatically selected on the app.



5. Below screenshot explains the different options/information available on the classroom calendar.

The screenshot shows the 'Classroom Calendar' for 'Classroom 2' in the Lullaboo app. The calendar is for February 2023. The date February 24th is highlighted with a purple dot, indicating an event. Below the calendar, a detailed view of the event 'Pajama and Teddy Bear Tea Party' is shown, including the time 'From : Feb 24, 03:30 PM To : Feb 24, 04:30 PM' and a note 'Bring in your favourite stuffed animal!'. Three red arrows point to specific features: one to the date 24th, one to the purple dot on the 24th, and one to the event details box.

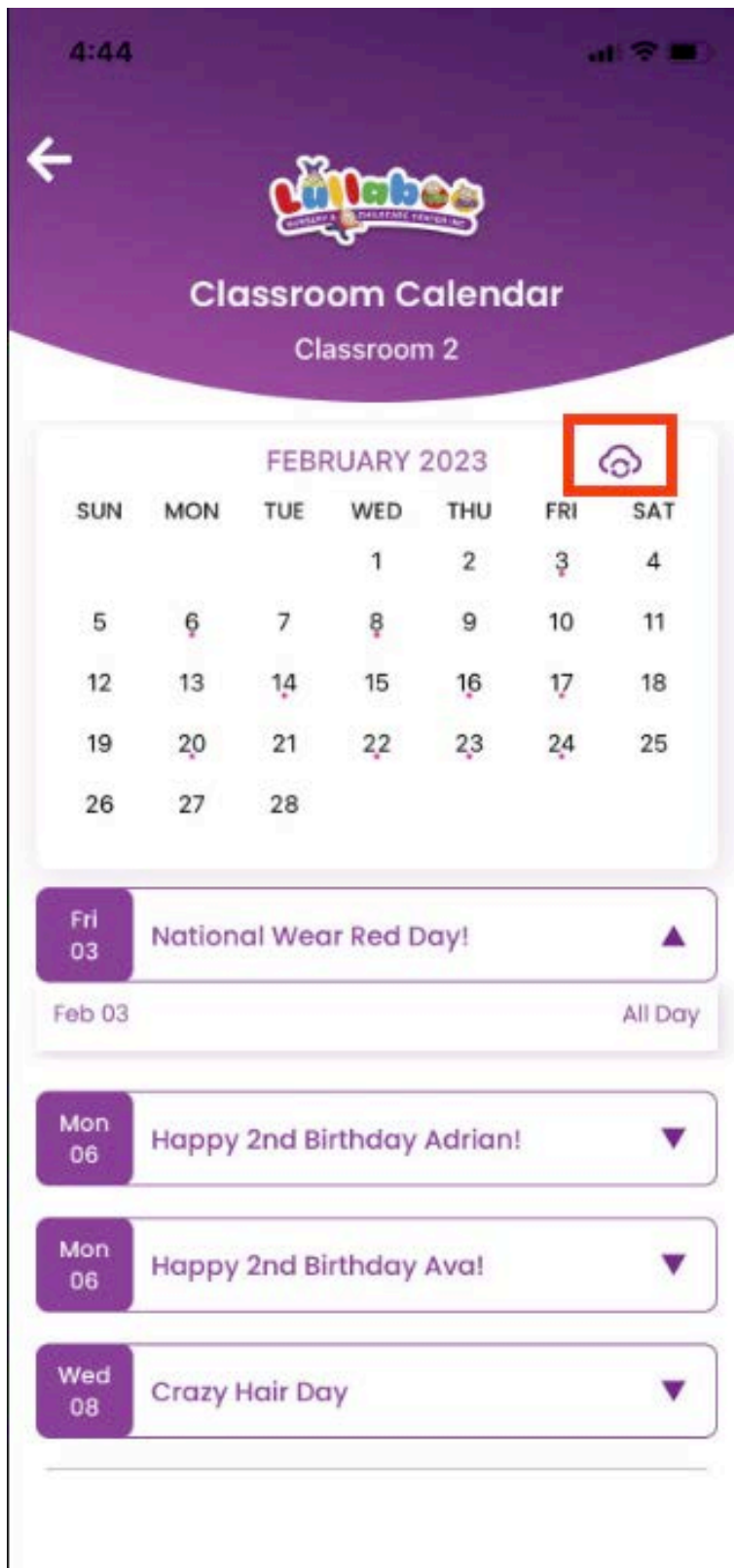
Current date will be automatically selected on the calendar

The purple dots highlights the dates when any event(s) are scheduled.

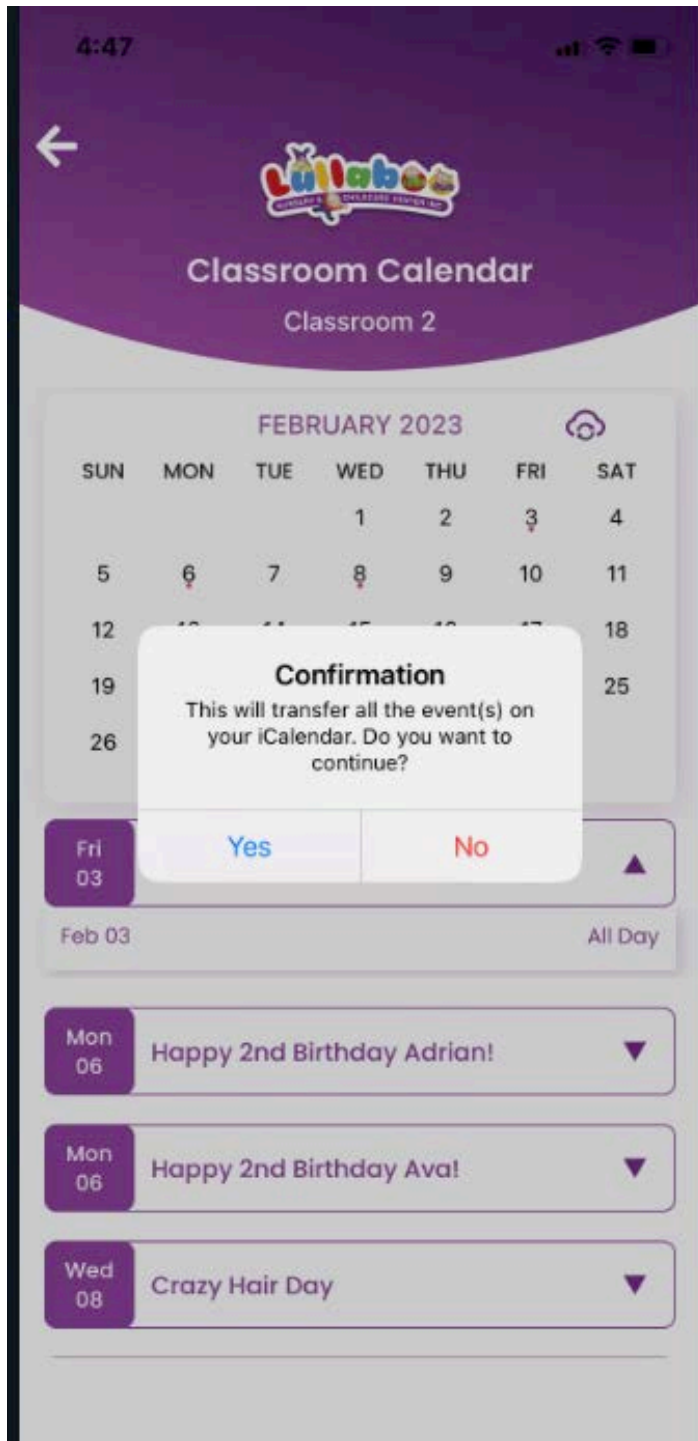
Shows all event(s) scheduled on or after the selected date on the calendar. Scroll down to see more events (if any).

Note: Selecting any date on the calendar will show the event(s) scheduled on or after the date.

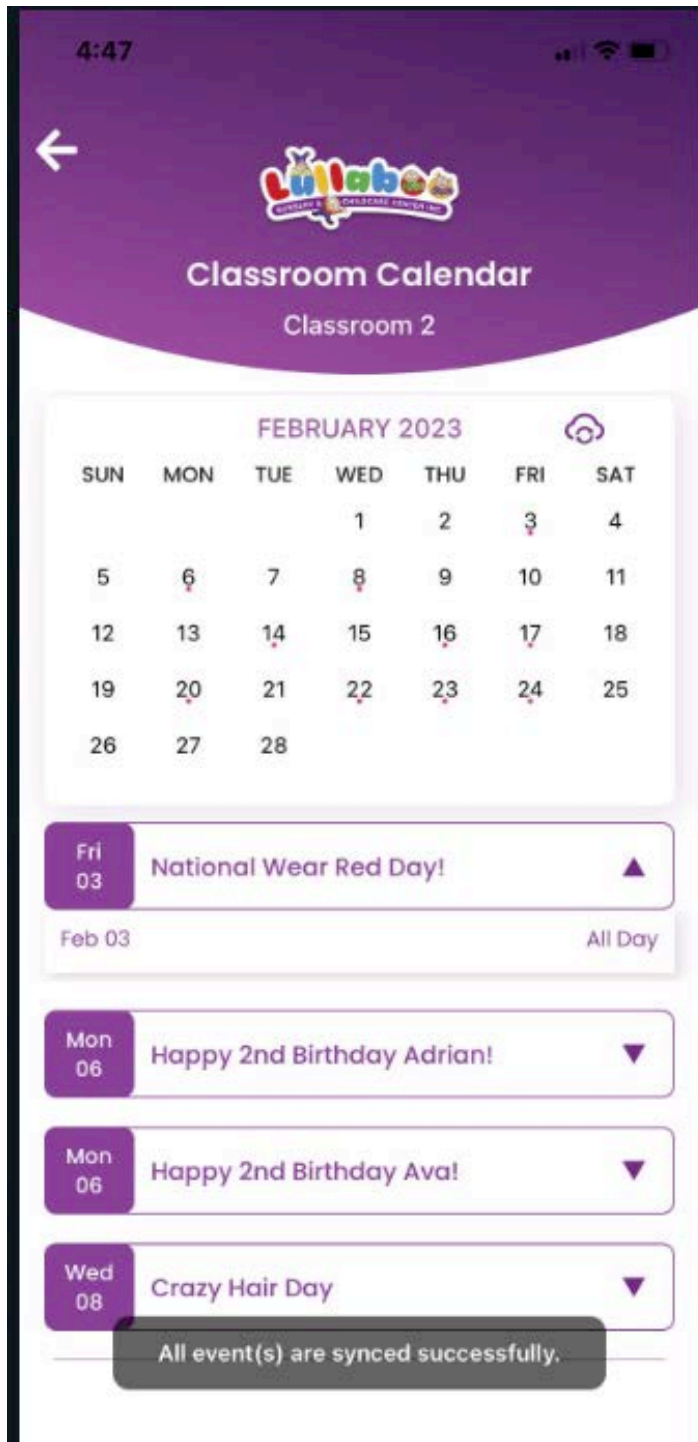
6. Parents can **sync** the Lullaboo classroom calendar events on their iPhone (iCal) or Android (Google Calendar). Clicking on the following highlighted option will sync all the events on your phone's calendar.



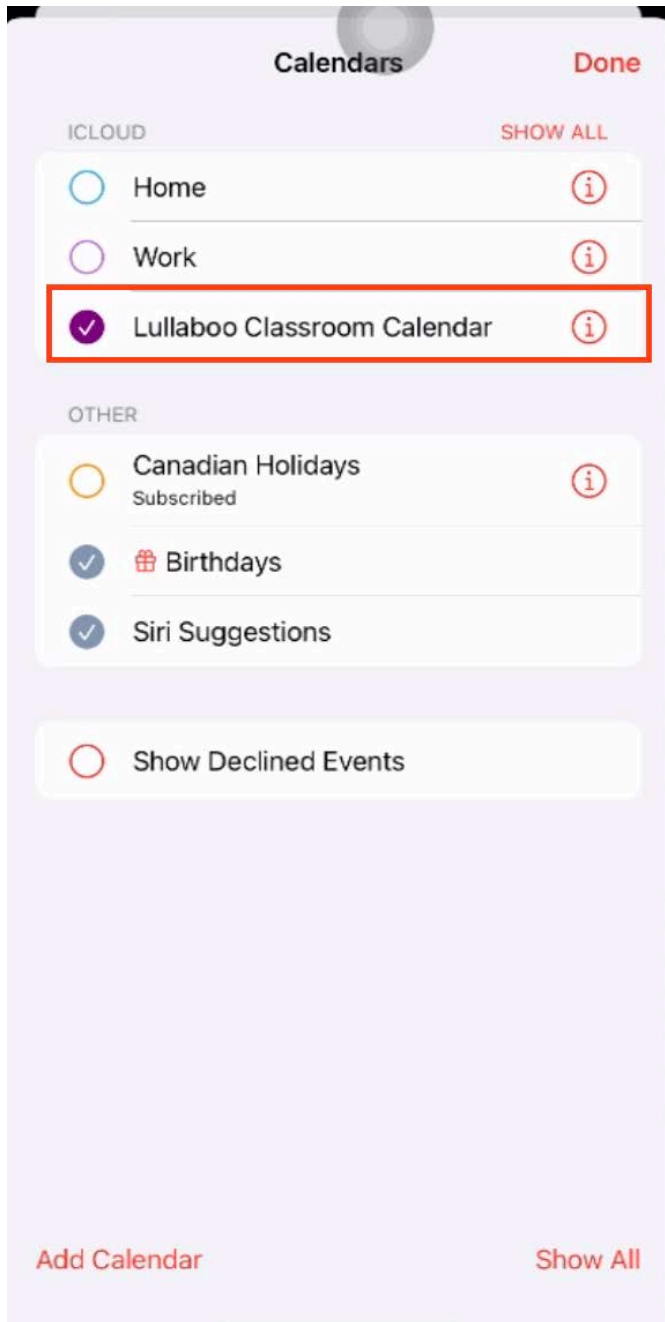
7. The iCareLullaboo app must have sufficient permissions to access the calendar on your phone. Please note that during the calendar sync process, the app might show you the permission approval popup. In order to successfully sync the Lullaboo Calendar, you will need to allow the iCareLullaboo app to access the Calendar on your respective mobile device.
8. Clicking the sync option will show you the following confirmation message.



9. Please select **Yes** to start the calendar sync process. Depending on your mobile device configuration, the app might take few seconds to complete the syncing process.
10. You will see the following successful message once the syncing process is completed.

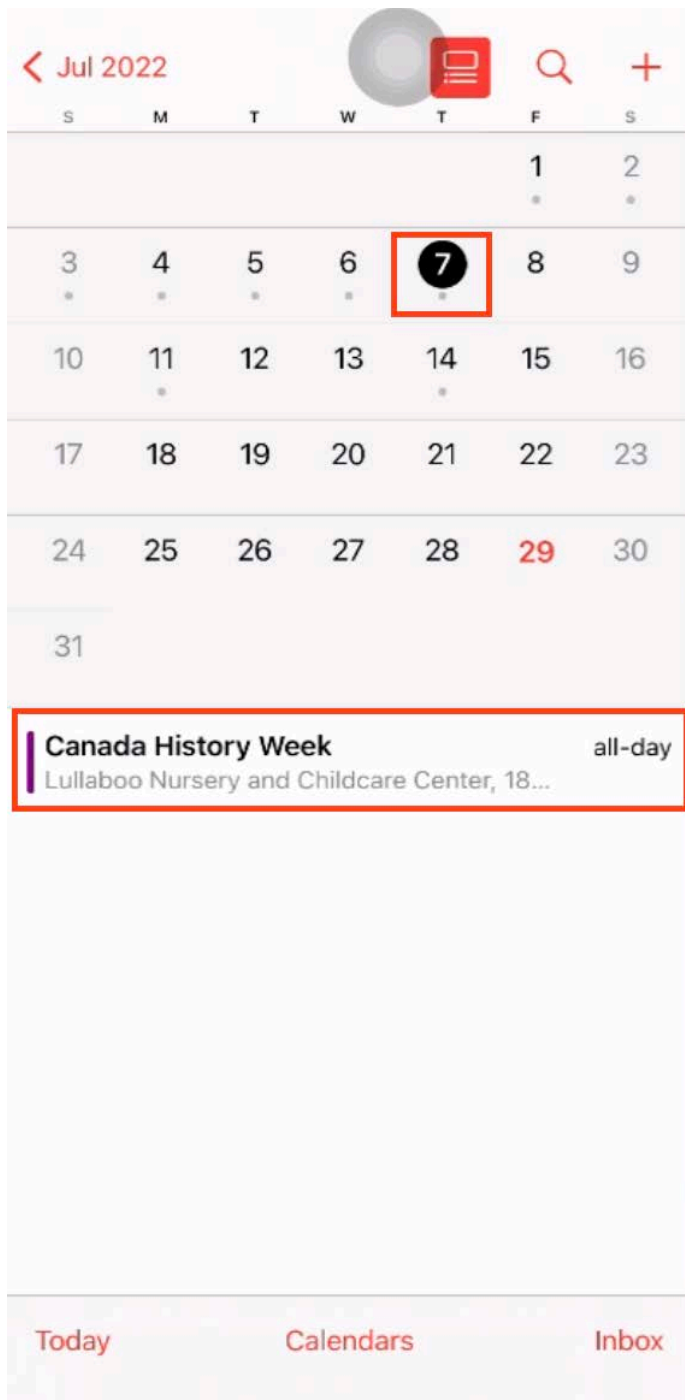


11. To view the synched events, please open iCal on your iPhone or Google Calendar on your Android phone to view the Lullaboo Classroom Calendar.

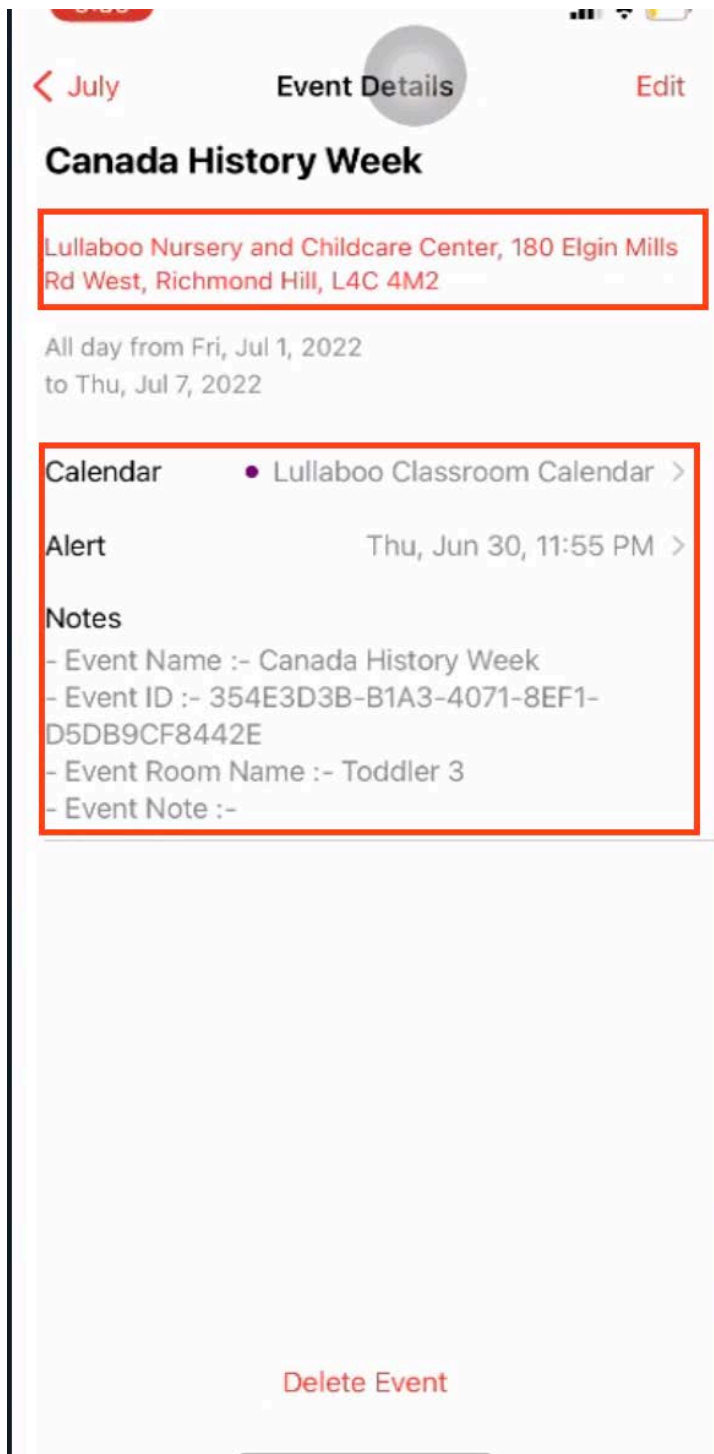


Note: The Lullaboo Classroom Calendar sync feature is *only* compatible with iCal on iPhone (iOS) or Google Calendar on the Android phone.

12. The synced events for the Lullaboo Classroom Calendar will appear on your phone's calendar as shown below.



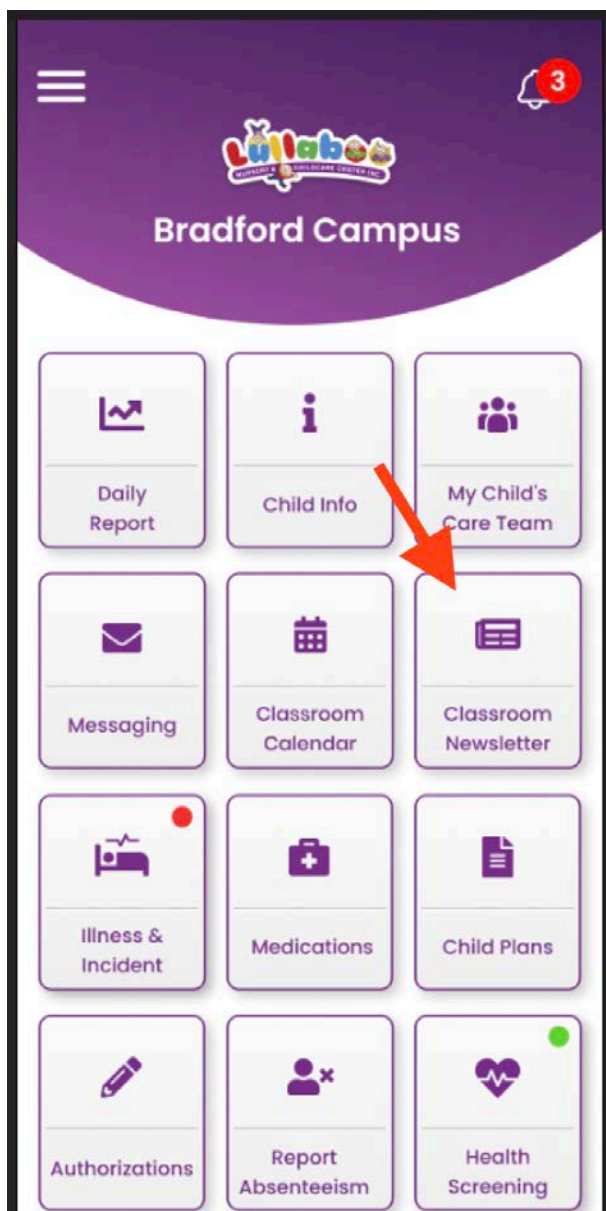
13. Clicking on any event will show the event details along with the location of your child's registered campus.



Classroom Newsletter

The “Classroom Newsletter” option on the home screen allows parents to **View** the monthly Newsletter and Pictures for their registered child(ren). Any parent who has full access to their child’s profile in our Childcare

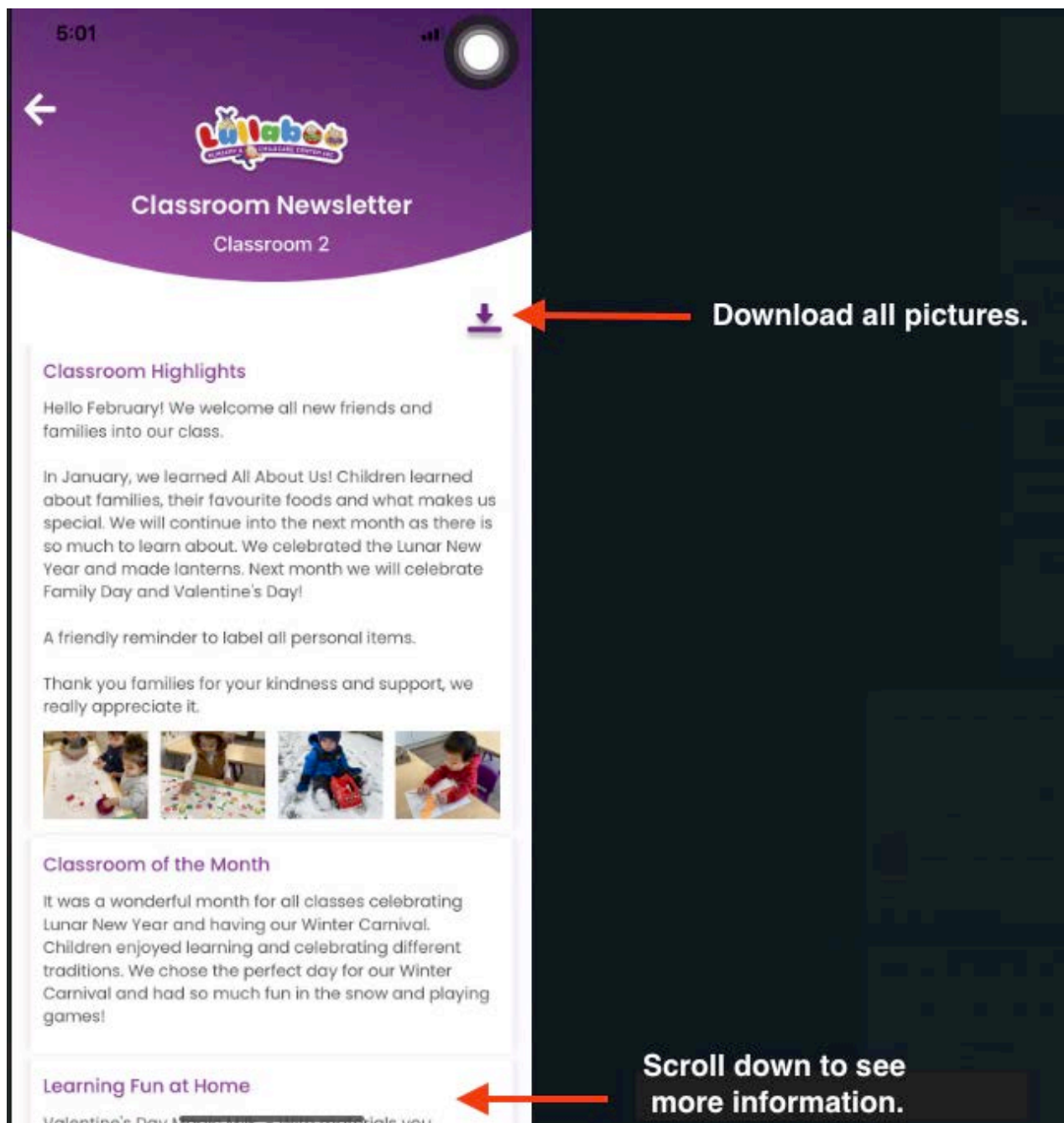
1. Click on the Classroom Calendar option on home screen.



2. Clicking on "Classroom Newsletter" will show you the following selection screen. Please select the child from the list. The current month and the year will be automatically selected on the app.



3. Selecting the Classroom Calendar option will show you the calendar highlights along with the pictures. Below screenshot explains the different options available on the monthly highlight screen.



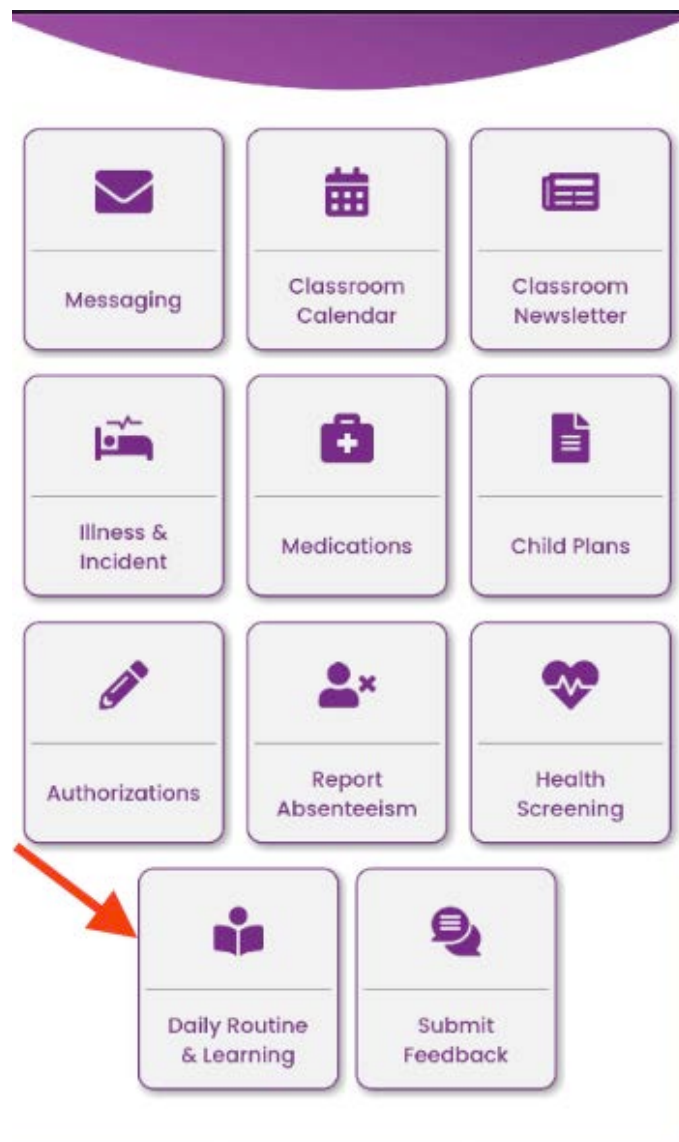
1. Click any picture to see the full-size image. You can download one picture or all the pictures. Click the arrows to navigate between multiple pictures.



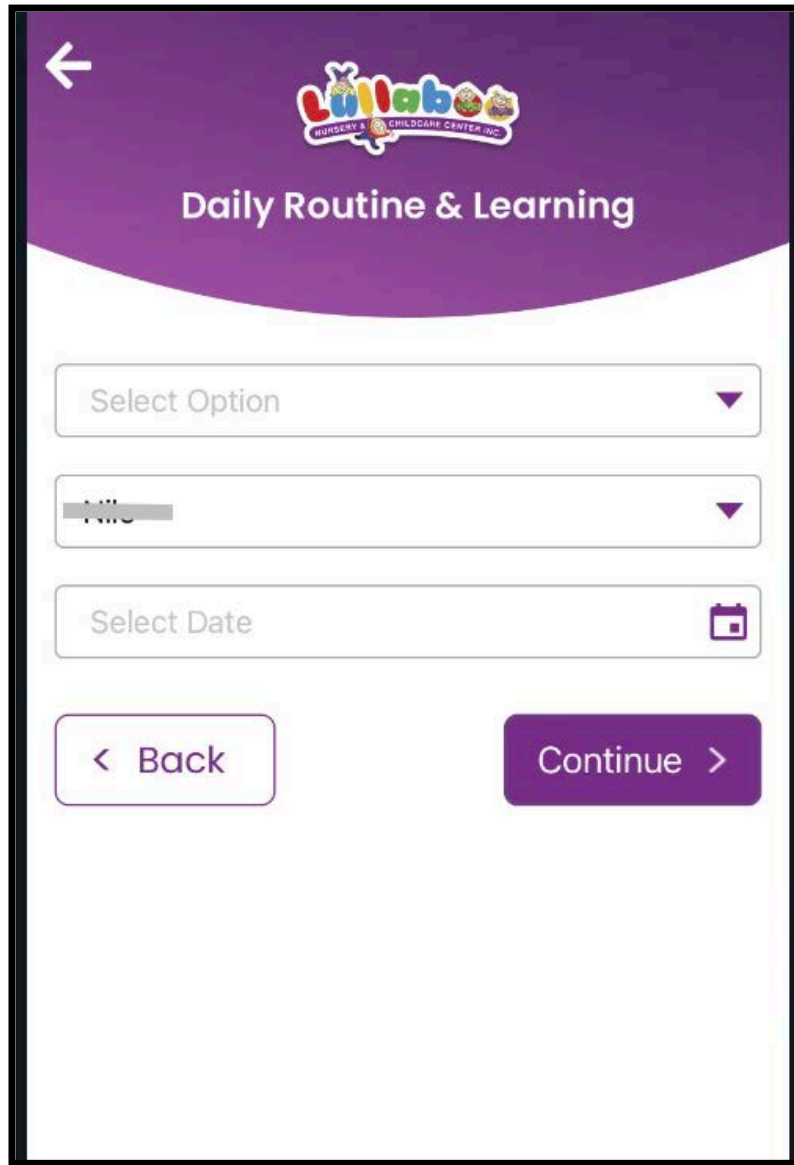
Daily Routine and Learning

The “Daily Routine and Learning” option on the home screen allows parents to **View** the weekly Program Plan and Routine Schedule for their registered child(ren). Any parent who has full access to their child’s profile in our Childcare

1. Click the Daily Routine and Learning option on home screen.

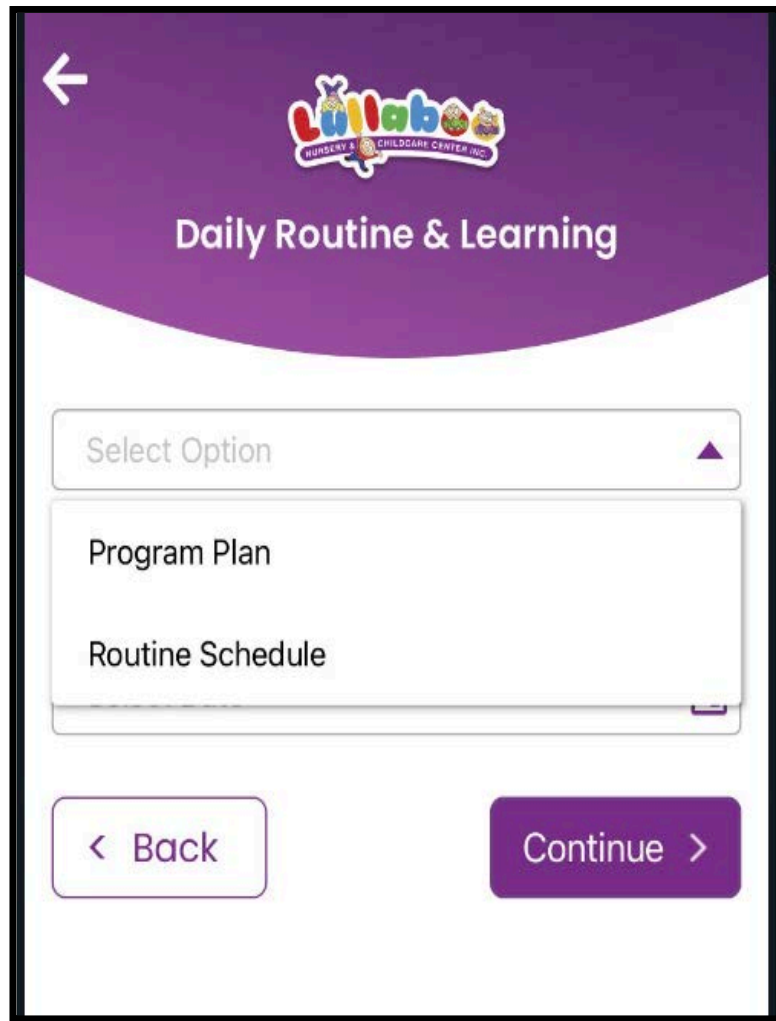


2. Clicking on “Daily Routine and Learning” will show you the following selection screen.



The screenshot shows a mobile application interface for 'Lullaboo NURSERY & CHILDCARE CENTER INC.'. The title 'Daily Routine & Learning' is displayed in a purple header. Below the header, there are three selection fields: a dropdown menu labeled 'Select Option', a dropdown menu with a greyed-out selection, and a date picker labeled 'Select Date'. At the bottom, there are two buttons: a white 'Back' button with a left arrow and a purple 'Continue' button with a right arrow.

3. Select one of the following options Program Plan or Routine Schedule from the list and the child name.



←

Lullaboo
NURSERY & CHILDCARE CENTER INC.

Daily Routine & Learning

Select Option ▲

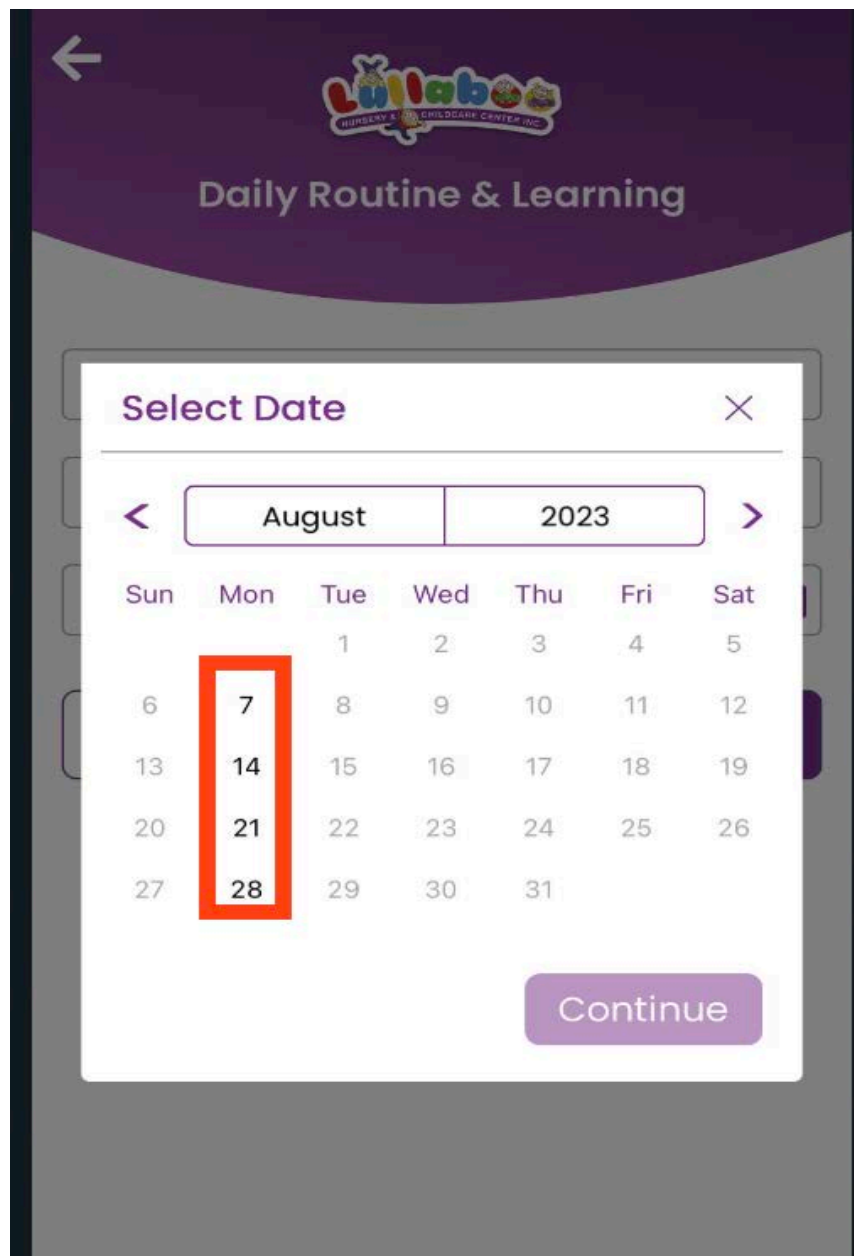
Program Plan

Routine Schedule

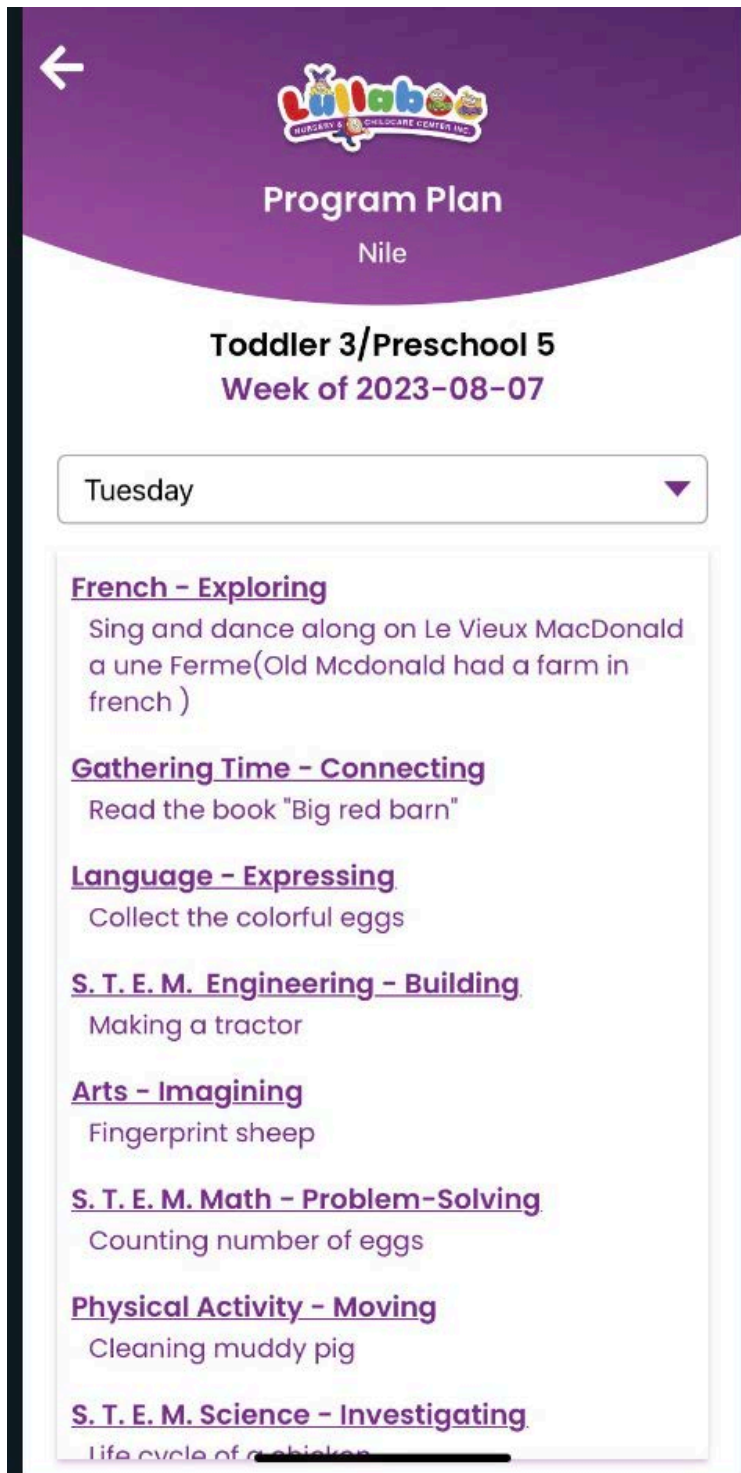
< Back

Continue >

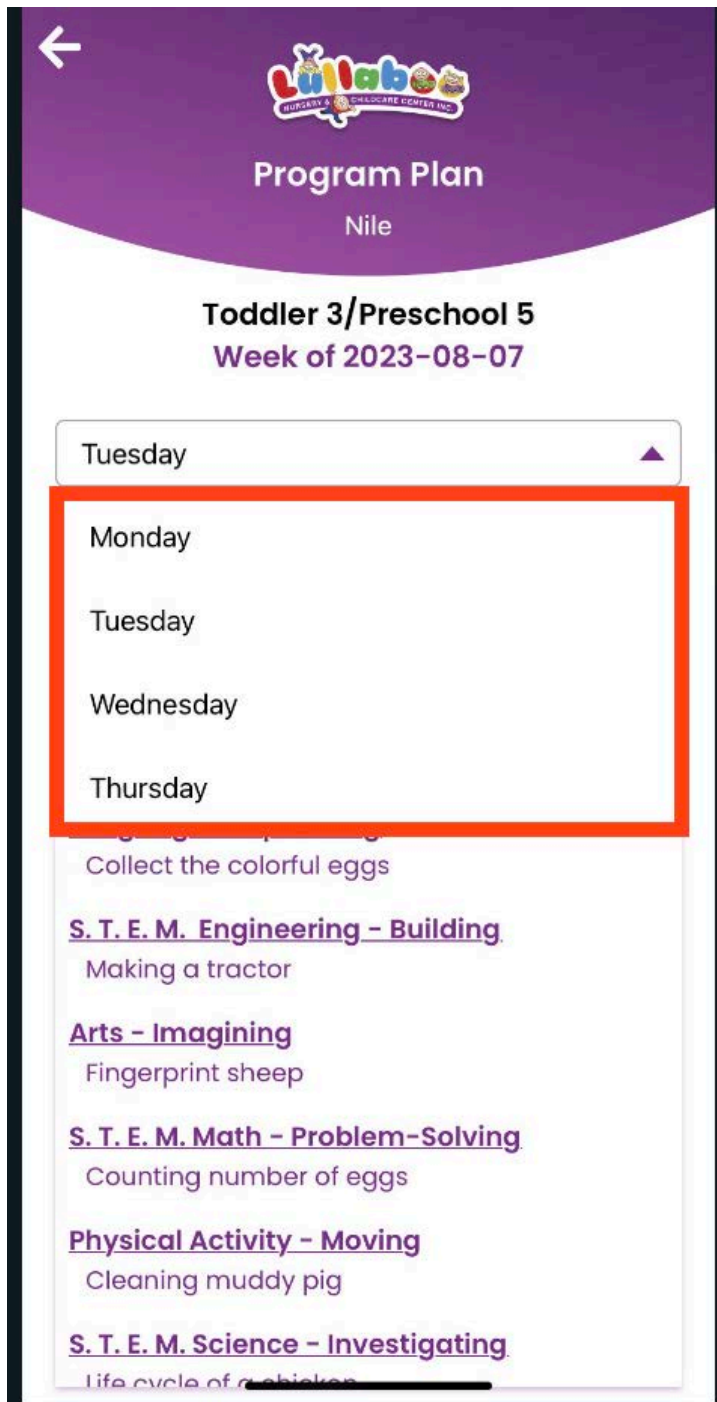
4. Select the Monday's date. Please note that all other dates except Monday's date are not available for selection.



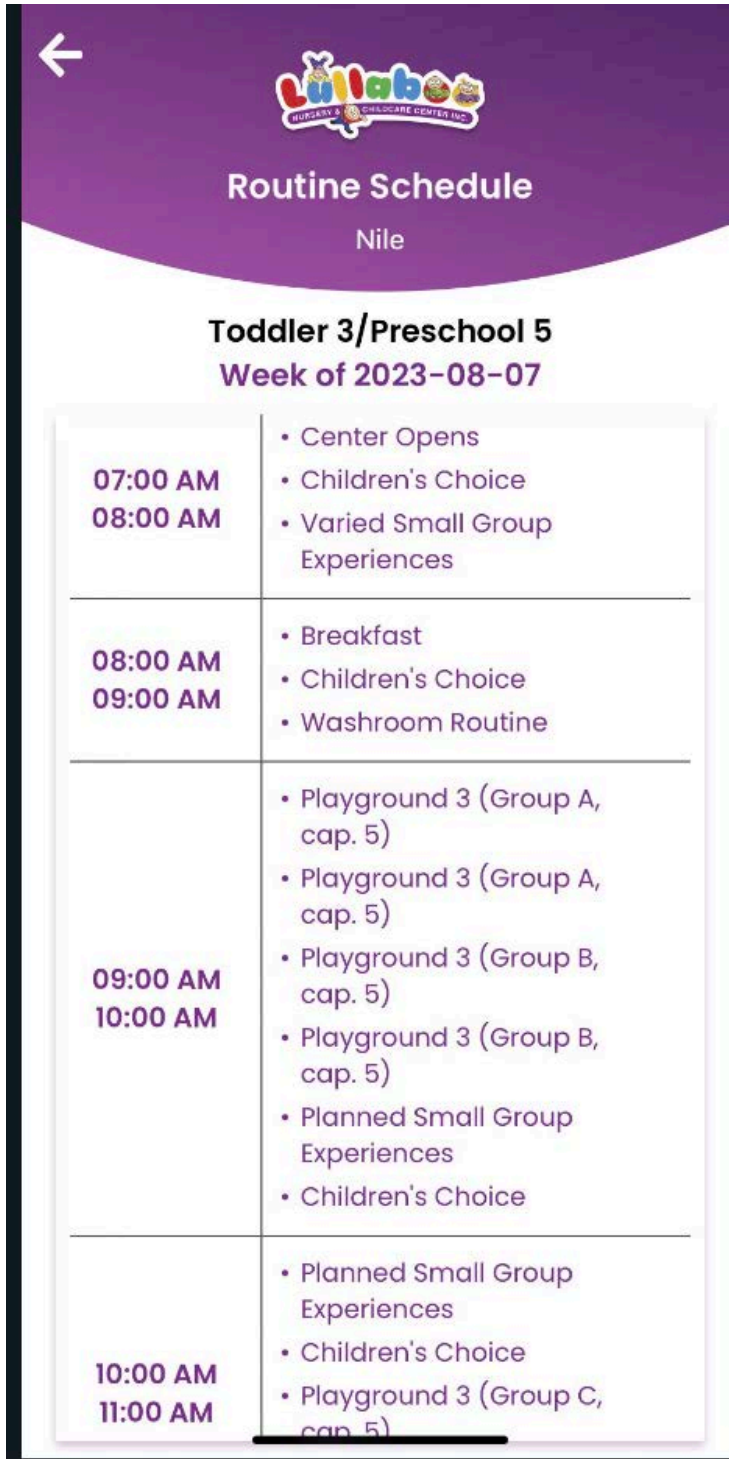
5. Selecting Program Plan in step no 3 shows the following information. Scroll down to see more information.



6. The Program Plan for other days of the week can be seen by selecting the respective day from the following dropdown list.



7. Selecting Routine Schedule in step no 3 shows the following information.



07:00 AM 08:00 AM	<ul style="list-style-type: none">• Center Opens• Children's Choice• Varied Small Group Experiences
08:00 AM 09:00 AM	<ul style="list-style-type: none">• Breakfast• Children's Choice• Washroom Routine
09:00 AM 10:00 AM	<ul style="list-style-type: none">• Playground 3 (Group A, cap. 5)• Playground 3 (Group A, cap. 5)• Playground 3 (Group B, cap. 5)• Playground 3 (Group B, cap. 5)• Planned Small Group Experiences• Children's Choice
10:00 AM 11:00 AM	<ul style="list-style-type: none">• Planned Small Group Experiences• Children's Choice• Playground 3 (Group C, cap. 5)

8. Scroll down to see more information.



Routine Schedule

Nile

Toddler 3/Preschool 5

Week of 2023-08-07

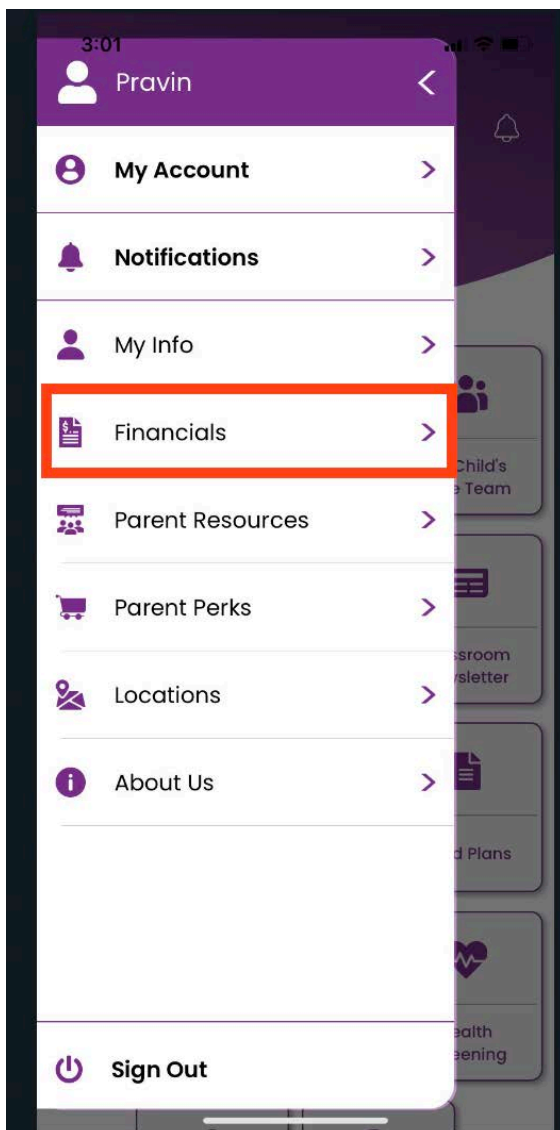
03:30 PM 04:30 PM	<ul style="list-style-type: none">• Planned Small Group Experiences• Children's Choice• Playground 3 (Group C, cap. 5)• Playground 3 (Group C, cap. 5)
04:30 PM 05:00 PM	<ul style="list-style-type: none">• Snack 2• Children's Choice• Washroom Routine
05:00 PM 06:30 PM	<ul style="list-style-type: none">• Varied Small Group Experiences• Children's Choice• Center Closes
02:00 PM 02:30 PM	<ul style="list-style-type: none">• Snack 1• Children's Choice
11:00 AM 11:30 AM	<ul style="list-style-type: none">• Gathering Time (20 min)• Children's Choice• Washroom Routine

Financials

The “Financials” option on the hamburger menu allows parents to **request the Tax Receipt** for their registered account with Lullaboo. Any parent who has an active account (with a valid email address) in our Childcare Management Software and also responsible for paying the childcare fees, can request the Tax Receipt for the previous 3 years.

Please note that the Tax Receipt is reviewed and then emailed to you on your registered email id, it may take up to 45 minutes for us to prepare and email the Tax Receipt.

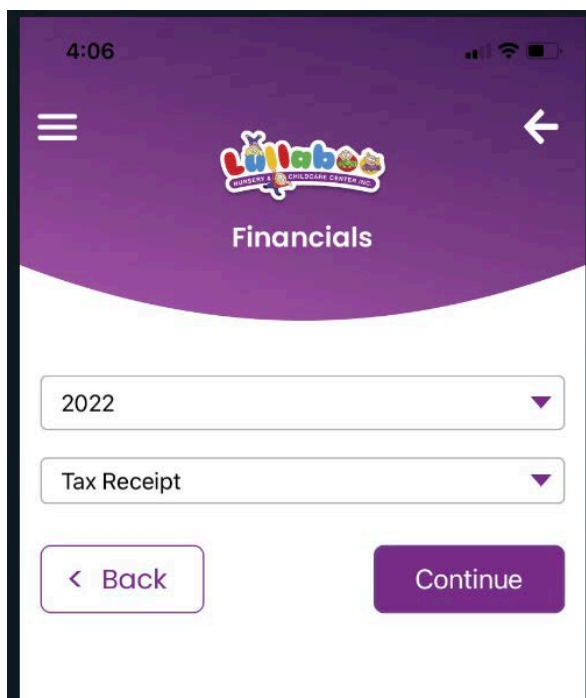
1. To request the Tax Receipt, click the Hamburger menu option > Financials.



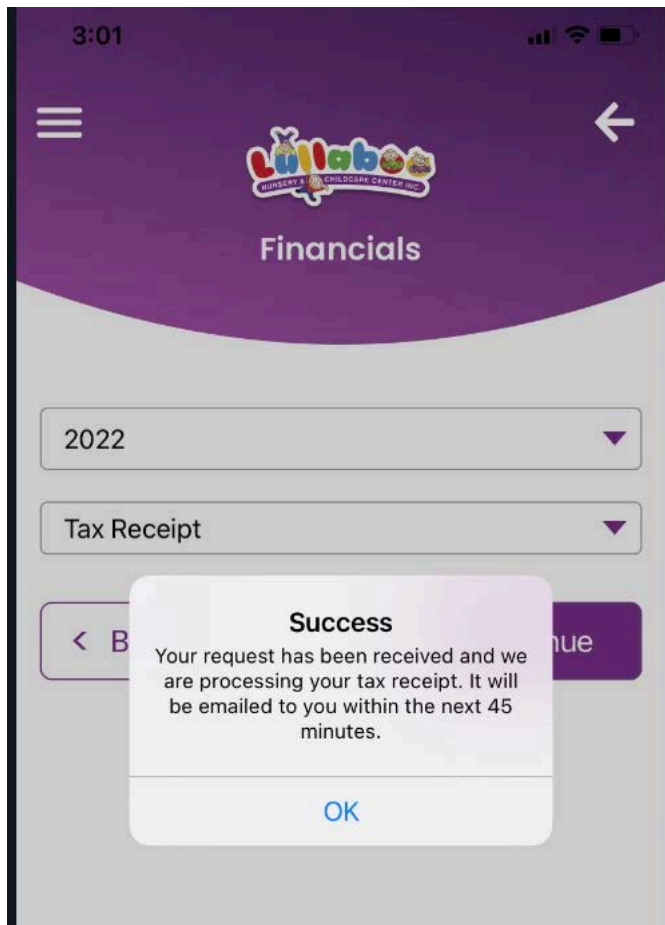
2. Select the year for the Invoice Receipt request. Please note that you can only request the invoice receipt for the past 3 years.



3. Click Continue.



4. You will get following confirmation message as soon as we receive your request. The Tax Receipt will be securely emailed to your registered email id. Please contact the center in case you face while request the Tax Receipt.



In case you have any questions feel free to contact Lullaboo Nursery and Childcare Center. You can access our contact information at <https://lullaboo.ca/contact/>.